



Blueprints

FOR MANAGERS

Blueprints for Managers

Is a unique and comprehensive approach to help develop managers and supervisors. Providing the foundation, strategies, and tactics to better manage and lead their employees.

Foundational Blueprints

In leadership, your belief system, attitudes, perceptions, and past experiences have a direct affect on how you lead others. Your Foundational Blueprints are areas to learn and grow, developing a strong leadership base or foundation to stand throughout your career.

Strategic Blueprints

In management, strategy is the thinking process required to plan a change, or to organize something. What are the cause and effects of your management decisions? Strategic Blueprints are vital to the long term success of your organization and career.

Tactical Blueprints

In management and leadership, Tactical Blueprints are the "who, when and where outlines" for obtaining your strategic goals. Managers need tactical plans to measure their successes.

6B - Time Management: Getting Control of Your Work & Life



- Focus on activities with the biggest payoff
- Prioritize, plan and stick to it
- Identify your time locks as a manager

WHAT OTHERS HAVE TO SAY ABOUT TIME MANAGEMENT

"I am definitely going to take a course on time management... just as soon as I can work it into my schedule."

Louis E. Boone

"Living your life without a plan is like watching television with someone else holding the remote control."

Peter Turla

"Even if you're on the right track, you'll get run over if you just sit there."

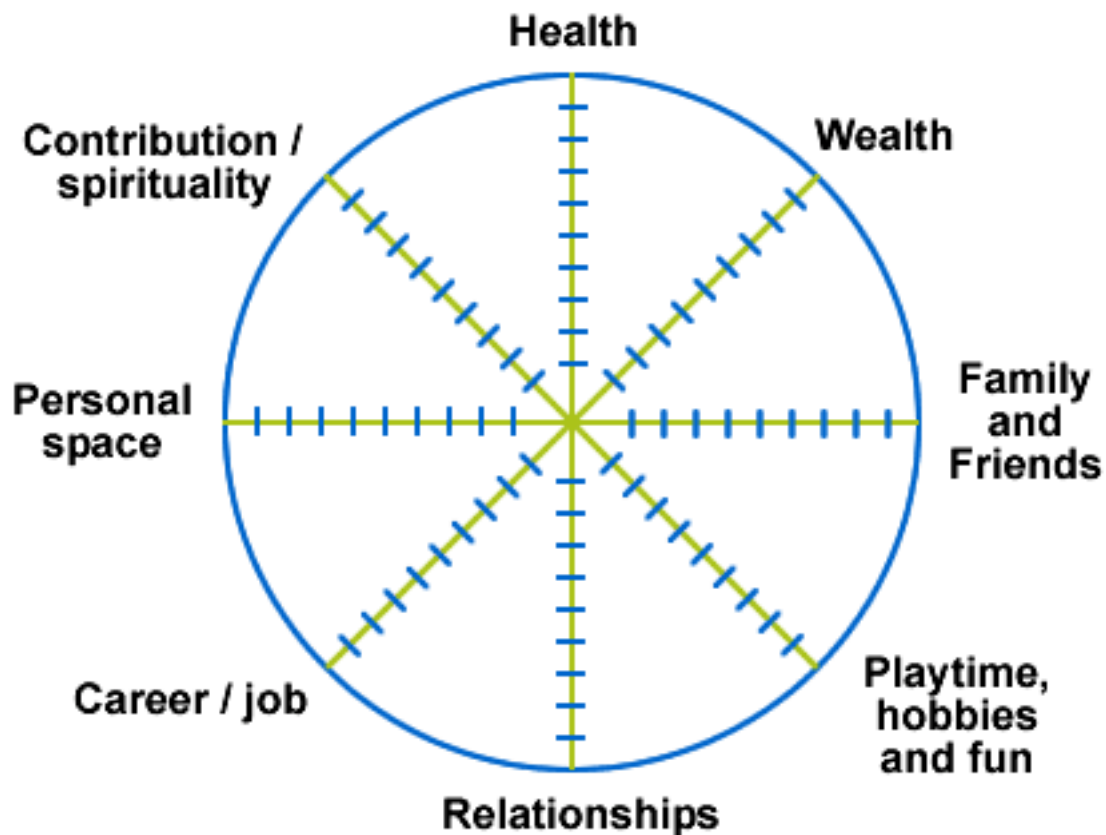
Will Rogers



Session Learning Goals

- 1) Focus on activities with the biggest payoff
- 2) Prioritize, plan and stick to it
- 3) Identify your time locks as a manager

Session Opener - Foundational Ideas:





Time Management

1. Hyrum Smith - The most successful people control their lives by controlling their _____ (a).
2. A Goal is defined, “The end toward which effort is _____ (b)”.
3. Long term research shows that a person’s long term perspective best predicts their _____ (c).
4. Five Characteristics of Productive Goals:
 - Specific
 - Measurable
 - Aggressive / Attainment
 - Realistic / Relevant
 - Time Bound
5. To be most productive in life, your goals must be _____ (d).

Key Management Activities

6. 80/20 Rule - A minority of input produces a majority of output.
7. Managers must distinguish the difference between important from urgent.
8. Spend as much time possible on _____ (e) activities.
9. People Paradox - You, as a manager get paid for what your people do.
 - Available to direct reports.
 - Uninterrupted time for _____ (f).
 - Let your team know when you are available for them.
10. Prioritize your daily tasks, if possible on the day or night before.

A - Vital - Highest ROI and MUST be done TODAY.

B - Substantial - Should be done today once A’s are complete.

C - Optional - For today, only when all A’s and B’s are complete.

The Most productive managers work on the **highest priority tasks first**.

Who’s got the monkey?

You want to provide the information and resources your people need, but you don’t want to do their job for them.

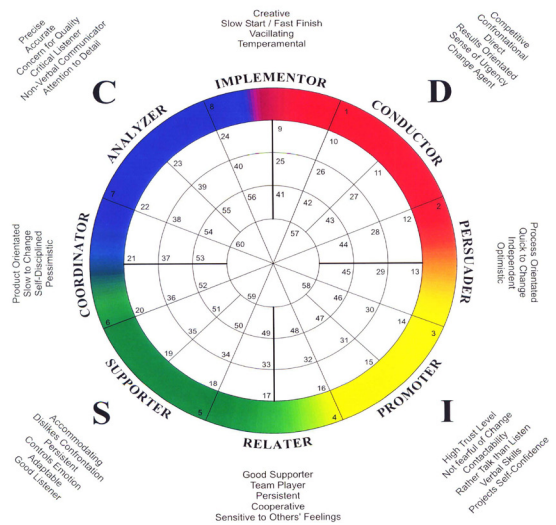


GROUP DISCUSSION OF KEY IDEAS FROM PRESENTATION



List what you think are the most important ideas from the presentation and how you can apply them to your role. Share your thoughts in small groups.

How does your natural behavior play a role in your ability to implement your key ideas?



- a. time
- b. directed
- c. success
- d. written
- e. important
- f. tasks



Blueprint #1 - Establishing Accountability with your People: “Who’s got the monkey?”

When your delegated assignments hit a brick wall, your team members can approach you with their challenges. As their manager you have one of three options to do when this happens.

(1) Buy it back from the original person - Allows that monkey to jump on you!

- Let me think about it...
- I’ll check with...
- I’ll let you know when...

Results: Delegation is negated, stalled and the assignment remains with you.

(2) Put it in Limbo - Allows that monkey to get lost!

- Send me a memo...
- Why don’t you check with...
- See me later about this...

Results: Process is slowed, decisions are delayed.

(3) Establish Accountability - Keep that monkey on their shoulders to help develop them, enabling you to accomplish more.

- What are you going to do about...
- What are your plans for...
- I know you can do...
- I gave it to you because...

Results: Delegation is clearly shifted back to the original person.

Until now, what has been your usual **monkey business**?



Blueprint #2 - Your Daily Focus: Write down your daily activities on an average day for each quadrant. What percentage do you spend in each quadrant (totaling 100% of your daily work day).

	Urgent	Not Urgent
Important	<ul style="list-style-type: none"> • Crises • Pressing problems • Deadline-driven projects, meetings, reports <p style="text-align: center; font-size: 2em;">I</p>	<ul style="list-style-type: none"> • Preparation • Prevention • Planning • Relationship building • Re-creation • Values clarification <p style="text-align: center; font-size: 2em;">II</p>
Not Important	<ul style="list-style-type: none"> • Needless interruptions • Unnecessary reports • Unimportant meetings, phone calls, mail, e-mail • Other people's minor issues <p style="text-align: center; font-size: 2em;">III</p>	<ul style="list-style-type: none"> • Trivia, busywork • Irrelevant phone calls, mail, e-mail • Time wasters • Excessive TV, Internet, relaxation <p style="text-align: center; font-size: 2em;">IV</p>

Quadrant #1: Daily activities & rough percentage of time spent - _____ %

Quadrant #2: Daily activities & rough percentage of time spent - _____ %

Quadrant #3: Daily activities & rough percentage of time spent - _____ %

Quadrant #4: Daily activities & rough percentage of time spent - _____ %

Productive managers spend more time in quadrant _____, I will commit to...



Blueprint #3 - Identifying your Time-Locks:

According to the author Dr. Jim Hinneg, there are 12 Time-Locks that cause managers to be inefficient with their time. Take a few minutes and rate yourself from 1-10 on your ability to “overcome” each time lock. Average your score at the bottom on the page.

Score 1-10 for each Time-Lock.

___ **TIME-LOCK #1** is overusing the comment, “I don’t have enough time”. But the paradox is that, “we never have enough time, and yet we have all the time that exists”.

___ **TIME-LOCK #2** is to-do list failure. With this problem, we may accomplish “to-do list” items, but we fail to address priority tasks.

___ **TIME-LOCK #3** is lack of time analysis.

___ **TIME-LOCK #4** is lack of scheduling technique. This problem occurs when we don’t make a point of scheduling specific times to address priority tasks.

___ **TIME-LOCK #5** is doing non-essentials. To solve this, you must eliminate non-critical activities to make room for bigger priorities.

___ **TIME-LOCK #6** is interruptions, such as telephone calls and drop-in visitors.

___ **TIME-LOCK #7** is insufficient delegation.

___ **TIME-LOCK #8** is paperwork, managed with a three category system of:

- A. Things to do now.
- B. Things scheduled for later.
- C. Things that are thrown away.

___ **TIME-LOCK #9** is lack of quiet time.

___ **TIME-LOCK #10** is unproductive meetings.

___ **TIME-LOCK #11** is procrastination.

___ **TIME-LOCK #12** is a disorderly workspace.

___ **Total score. Average score (total/120)** _____



Blueprint #4 - Wheel of Life:

List the two areas in which you are least satisfied with the amount of time you currently spend in your “wheel of life”.

1) _____

2) _____

Review the 12 Time-Locks from the previous page. List those Time-Locks which contribute to your lack of satisfaction in these areas:

Time-Lock #1:

Activities to improve your “wheel of life”.

Time-Lock #2:

Activities to improve your “wheel of life”.

Time-Lock #3:

Activities to improve your “wheel of life”.

My Personal Blueprint for

Time Management



Name: _____ Employer: _____

Date: _____ Manager's Name: _____

I plan to **implement (GOAL)**: _____

The expected **END** results for our organization, workgroup and personally include:

Specifically, I will _____

Measurements for success include (e.g. lower costs/increase retention/revenue targets/quality)

Attainment requires (e.g. staff/budget approvals) _____

Relevant to Company Goals, _____

Time-based plan is to be started by, evaluated by and accomplished by:

I will start this goal by: _____ I will evaluate this goal on: _____ I will complete this goal by: _____

Action Steps to be taken include:

1. _____

2. _____

3. _____

4. _____

I/we need the following people/materials/resources to reach this goal: who, what, when & where:
