



IFSTAL Facilitation Day

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27 September 2016



Outline

- ▶ Agenda
- ▶ Effective Communication
- ▶ Time Management Tools & Techniques



Agenda

9.45	Refreshments on arrival
10.00 – 10.30	Welcome & Introduction & Housekeeping Format of the Day Expectations of the session
10.30 – 12.00	Effective Communication - experiential exercise - debrief & application to the project - key learning / themes
12.00 -- 12.30	Time Management Tools & Techniques
12.30 – 13.30	Lunch break (lunch provided)
13.30 – 14.00	Time Management Tools & Techniques continued
14.00 – 15.00	Next Steps IFSTAL co-ordinator communication plans Plan of Action / Learning / Shared Practice



Time Management



What is Time Management?

1. Working more **Effectively**
 - i.e. doing the right things
 - What is adding value?
 - What matters to the department/ organisation?
2. Working more **Efficiently**
 - i.e. getting more done in the time available, to the required standard



‘There’s nothing quite so useless as doing
the thing with great efficiency that shouldn’t
be done at all’ **Peter Drucker**



Time Management Principles

- Understand your Purpose
 - Specify Goals
 - Identify Priorities
 - Create plan(s)/ list(s)
 - Work the Plan
 - Tackle Time Wasters & Interruptions
 - Review and Learn
-



Understanding the Purpose



**What is Your Desired
Outcome/Goal?**



Prioritisation

Urgent v Important

Urgent

Not Urgent

Important	<p>Do it now</p> <p>If possible, do these tasks before they become urgent</p>	<p>Decide when to do it</p> <p>Allocate blocks of time to these tasks</p>
Not Important	<p>Do it now/ delegate</p> <p>Spend short time on these tasks (or delegate if appropriate)</p>	<p>Don't do it</p> <p>(or only spend a very short time doing them!)</p>



Time Management - Pareto

- Law of The Vital Few
- Pareto noticed 80% of Italy's wealth was owned by 20% of the population
- 20% of work time accounts for 80% results
- 80% work time accounts for only 20%
- Perfection is not always necessary



High leverage tasks?

- Those parts of your job where a *little more time* spent now can make a *big difference* in the long run:
 - Planning
 - Learning new skills or acquiring new knowledge
 - Delegating
 - Setting up systems to help you to be more effective



Some questions:

- What are the 'high leverage' tasks which account for 80% of your results?
- How could you spend more time on those high leverage tasks?
- How could you get all the other tasks done in less time?



How can we be more **Efficient?**

- Prime time
- Tackle the elephant
- Deal with time stealers
- Manage your email
- Effective scheduling of time



To Do Lists/Planners

'If you haven't got a plan, you'll be part of someone else's!'

On going list

- Major projects
- Low priority
- With deadlines
- Long-term commitments

Weekly list

- High priority tasks
- Deadlines
- Peaks + troughs
- Dead time
- Identify if help required
- Review use of time + learn

Daily time plan

- Prioritised items
- Specific tasks with set time frames
- Prep + review time for meetings etc
- Important calls / reminders
- Build in flexibility
- Build in breaks



Time Management for MBTI Types

- What are you good at / where do you need to develop?
- How do you deal with potential time wasters?
 - Handling unwanted visitors / phone calls
 - Manage emails
 - Procrastination
 - Ineffective meetings
 - Losing things / ineffective filing



Time Traps by MBTI Type

Extraversion

- Jumping in too soon
- Involving too many

Sensing

- Collecting too much info
- Sticking to rigid procedures / unnecessary steps

Introversion

- Too much reflection before action
- Lack of clarification

Intuitive

- Simulated by new ideas / side tracked
- Throwing out baby with bath water



Time Traps by Type

Thinking

- Over planning / spending too long on systems
- Overlooking 'people impacts' which may affect delivery

Judging

- Making decisions too soon
- Lack of flexibility / thrown by unexpected

Feeling

- May take on too much to help others
- Easily distracted by social contact

Perceiving

- Overly flexible / under focussing
- May procrastinate



Your Learning



Plan of Action

