

Eat a FROG for Breakfast!

10 Steps to More Time for YOU!

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#10 The Little Train That Could

I THINK I CAN...I THINK I CAN. *LEARNING TO SAY "NO" ...nicely*

#9 The Baseball Theory

MAJORING in the MINORS?

Goal Setting – a Vital Skill!

- Setting goals develops direction/Helps to focus our energy/Helps us to accomplish more

Personal/Professional goals:
List four benefits that you would enjoy as
the result of attaining these major goals:

- 1)
- 2)
- 3)
- 4)

About these goals:

- What is the current status?
- What knowledge do you need?
- Who can help you?
- When will you accomplish this goal?

Now that we have identified our goals - how do find time for them?

#8 EAT A FROG FOR BREAKFAST!

“Lose an hour in the morning, and you will spend all day looking for it.” ~ Richard Whately

“If you eat a frog first thing in the morning, this will probably be the worst thing you do all day!”
~Mark Twain

- The daily TO DO list
- Do the tough tasks first.
- Break projects into smaller tasks.
- Work/Study at a high energy time
- Learn/Be productive EVERYWHERE!
- Get organized!

The “TO DO” list

- A – Things that you must do – (vital/important/urgent)
- B – Must do – but are not urgent
- C – “Nice but not necessary”
- D – Delegate/Outsource (Find a specialist)
- E – Eliminate (*Bless and release!*)

Efficiency – Your Desk Checklist

- ✓ Do I use it everyday?
- ✓ “To be filed” Folder
- ✓ “To do TODAY” folder
- ✓ “Just do it” folder (*this one seems to solve itself*)
- ✓ Read and Clip folder
- ✓ If visual – file rack on desk to keep projects “top of mind”

Efficiency - Personal

- ✓ Packing (vacation/business checklists)
Leave the list in your suitcase
- ✓ Grocery list/staples
- ✓ Conference/Event Timelines
- ✓ Don’t check your keys in your luggage!
- ✓ ??? Custom design list for your lifestyle

#7 FRITO BANDITO!

- Make appointments with yourself
- Block activities with your family as if it were a meeting
- Date your “spouse”!
- Know when you are at your best and energetic and plan accordingly!

#6 Build a Foundation of Good Work Habits

- Focus – Clarity
- Concentration – Completion
- Communication - Effective

#5 Gotta minute?

- Time Traps
- Procrastination
- Distraction
- Lengthy phone calls
- Hallway conversation
- Unexpected visitors
- EMAIL!!!

#4 Thriving on Procrastination

Is it just me???

The “deadline inspired” RUSH of adrenalin!

If you will do it later - why wouldn't you do it now?

This Applies to:

- Projects /Deadlines /Achievements
- Education/Hobbies

What is the source/sources of procrastination?

Procrastination Avoidance Strategies:

- The Power of Positive Thinking – do not doubt yourself – you can do it!
- Later ‘gator? - Later means it is not going to happen!
- No pain – no gain! Stop and acknowledge the gain/the achievement
- Be clear – a vague goal gets a vague result

#3 Delegate with Encouragement

It is only as we develop others that we permanently succeed.

How to delegate?

- Pick people who can accept responsibility.
- Delegate in terms of the other persons skills and interests.
- Teach “why” (the purpose) not just the “what”
- Appreciate the personal touch/signature on a delegation

Managing delegation

- Keep a list of items delegated
- Assign priorities and a due date
- Request a “weekly” progress report

“It is better to get 10 people to work than to do the work of 10...”

Don’t feed other people’s monkeys!

#2 Managing Deadlines

- Timelines
- Be prepared – there is a challenge around every corner

Rx: *Leave yourself flex times during the day*

#1 The Pareto Principle – 80/20

You can divide people and activities “vital few” vs. “trivial minutiae”