

The slide features a decorative arrangement of six circles. Three circles are solid light purple, and three are white with a light purple outline. The title text is centered within the top row of circles, and the organization name is centered within the bottom row of circles.

Managing Time for Professionals

Drexel Learning Center

What are your goals for this workshop?



- What do you want to walk away from this workshop having learned?
- How is managing your time as a student different from managing your time as a professional?

Workshop Overview



- Defining Time Management
- Managing to Your Priorities
- Time Wasters
- Time Savers
- Five Tricks That Will Wow Your Boss
- Final Thoughts



Defining Time Management

- Assertions

- Time is a limited resource
- You can never have enough time
- You will never get everything finished
- Being busy and being productive are different

- Defining Time Management

- Managing your time is less about managing your time than managing to your priorities

How do you manage to your priorities?



Managing to Priorities



- Task or “To Do” Lists

- It is difficult to prioritize in the moment
- Create your “to do” list at the end of every day
- Assign a priority to every task
- Make your calls first thing
 - Learn when to e-mail and when to call
- Cross off each task when complete; it will give you a sense of accomplishment and keep you organized

- Create a “Road Sign”

- List your top five on-going/long-term priorities and post where readily visible to you

How do people waste their time?



The top of the slide features a decorative horizontal line of five circles. From left to right, the colors are: a solid light purple circle, a hollow light purple circle, a solid light purple circle, a hollow light purple circle, and a solid light purple circle.

“I don’t know where my day went.”

- Time Wasters

- Telephone, voicemail, e-mail, fax
- Paperwork
- Non-Specific Interruptions
- Ungrouped, repetitive tasks
- Poor organization/planning
- Socializing
- Unproductive meetings
- Procrastination
- Burnout



Productive v. Non Productive Activities

- Not all “time wasters” are a waste of time
- Professional activities can be separated into two categories
 - Productive
 - Non Productive
- Example
 - Socializing
 - Randomly socializing for hours on end by the water cooler is Productive or Non Productive?
 - Having lunch with members of your team or key contact in another department is ... Productive or Non Productive?
 - Building key relationships takes time, but the ROI is significant

Time Savers

A decorative graphic at the top of the slide consists of two rows of circles. The top row has a solid light purple circle on the left and an outlined light purple circle on the right. The bottom row has a solid light purple circle on the left, an outlined light purple circle in the middle, and a solid light purple circle on the right.

- Time Savers

- Learn to plan effectively >> project management
- Know your resources
 - People who know their resources well are known for their ability to delivery on demand and are there to save the day during a crisis
- Don't be afraid of technology
 - But use it wisely! (tech != max(efficiency))
 - Long term, process efficiency and stability is mission critical
- Leverage upfront investment of time where ROI is greatest

Time Savers

A decorative graphic at the top of the slide consists of two overlapping circles on the left and three separate circles on the right. The leftmost circle is solid light purple, the one it overlaps is an outline, and the three on the right are solid light purple, an outline, and solid light purple from left to right.

- Ask & Anticipate
 - Expectations and Needs
- Be proactive
 - Avoid procrastination

Five Tricks That Will Wow Your Boss

- Microsoft Outlook
- Mail Merge
- Power of Excel
- Databasing
- Remote Desktop

Microsoft Outlook



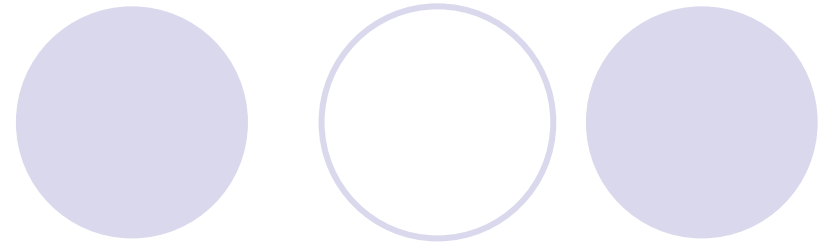
- Task List
 - Create, remind, assign and group tasks
- Calendar
 - Schedule meetings
 - Post reminders
 - Block out more time for important tasks than you think you will need
- Journaling
 - Logs e-mail, telephone conversations, documents
- Filter/Export
 - You can filter all of the e-mails with a specific subject into a folder and export all e-mail addresses to an Excel spreadsheet
- More Information
 - *Microsoft Office Outlook 2003 Inside Out* by Jim Boyce available online through books24X7



Mail Merge

- Create customized letters, address/shipping labels, and e-mails
- All you need is a Microsoft Word document and an Excel spreadsheet with your data to be merged
- Detailed Instructions
 - <http://office.microsoft.com/en-us/assistance/HA010349201033.aspx>

Power of Excel



- Microsoft Excel
 - Filters
 - Find all prospective donors who (1) contributed between \$1K and \$5K during the last fiscal year, (2) reside in PA, and (3) graduated from the College of Engineering
 - =Concatenate()
 - Pulling columns together
 - =VLookup()
 - Finding data across various spreadsheets
 - There must be a key, common to both spreadsheets, that links them
 - =Upper(), =Lower(), =Proper()
 - Used for normalizing case
 - Masking or formatting cells
 - 2158956834 >> 215-895-6834 using ###-###-####
- Microsoft Word
 - Find and Replace
 - Replacing errant carriage returns with proper paragraphing

Databasing



- You don't have to be an IST or computer science graduate to leverage the power of even the simplest of databases
- Create your tables
- Link them using an unique identifier
- Why count when you can pivot?

Remote Desktop



- Benefit
 - Remote Desktop allows you to bring your computer home, instead of your work
- Enable at Work
 - Enable Remote Desktop in the properties of My Computer
 - Keep computer on when you leave
- Access at Home
 - Create a VPN connection to your office network
 - Run mstsc.exe from the Start menu (included with Windows XP or can be downloaded from Microsoft's website)
- Detailed Instructions
 - <http://www.microsoft.com/windowsxp/using/mobility/getstarted/remo teintro.mspx>
 - <http://www.drexel.edu/irt/support/vpn/index.htm>

Final Thoughts



- A brilliant career is predicated on an intellectual curiosity which drives the appropriation of skill and knowledge sets which support increased responsibility and value-add
- “I don’t need to know this right now, so I’m not going to learn it,” is a dangerous statement and demonstrates a professional apathy that will take you no where

Final, Final Thoughts



- Organizational/Knowledge Management Perspective
 - More is not always better
 - Are we more educated post-Google?
 - We no longer own the information but the infrastructure that allows that information to be organized in a way that is tangible to the client