



Finding an Extra Hour Every Day:

Top Time & E-mail Management Tips
for Busy Managers and Leaders

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Agenda of Program

- Introduction
- Handling & Managing E-mail & Info Overload
- Managing Tasks and Dealing w/ Interruptions
- Simple Project Management/Project Organization
Time Savers
- Tracking & Managing Deliverables from Others
- Some Quick Calendar Time Savers
- Clearing Your Head of the Clutter
- Some Fun Additional Tips



Let's Talk E-mail!

The Harsh REALITY



___ HOURS

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THE Definitive CLUTTER Buster!

The 3-Minute, One Touch Rule

Every piece of information (*paper, fax, e-mail, v-mail, etc.*) that you get you should touch one time.

If you can take care of this task (accomplish, reply, file, read, forward, delete, toss, etc.) *in three minutes or less*, **DO IT RIGHT NOW!!!**

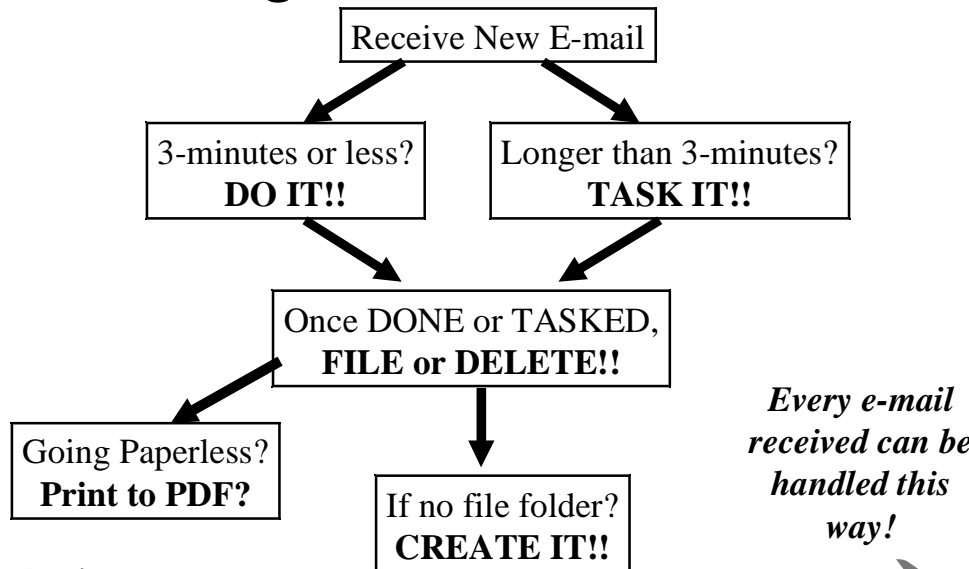
If not, add to task list or calendar (**Drag & Drop!**) to be accomplished in order of priority or urgency (you decide).

This works in Gmail/Google suite also! (“More” link)

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“Taming E-mail” Decision Tree



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Two Key E-mail Strategies

- Use your “Signatures” tool as an “Auto-Emailer”
 - Great way to automate “frequently recurring” e-mail messages
 - Allows your quality of communications to improve over time too
- Set up an e-mail account for ALL e-commerce activities
 - Forward work-related to work account
 - If SPAM still gets through, SHIFT-DELETE!

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Don't Be a "Blinger"



- Resist temptation to constantly monitor
 - Turn off sound
 - Turn off "ghost"
- Instead, check at set points throughout day
 - To balance productivity with responsiveness
- Are you being forced to "bling"?
 - Ask for a "habit change"

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Tasks, Traction, and Interruptions



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Cost of Interruptions to American Business:

\$650 Billion/Year

Average Time Lost
Per Interruption:

4-15 Minutes

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A Project Kick-Start: The “Next Step” Habit

- Never “backtrack” on a project
- Also great for interruptions
- Low-tech: The Sticky Note
- High-tech: Software/PDA
- Mid-tech: Come see me!!



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Speaking of Phone Calls

- Ever get caught in *phone tag*?
- Here's a way to end phone tag forever

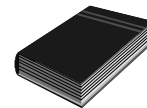


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Waiting On's . . .

- *Anything owed to you by anybody . . .*
- Money? Tax refund?
- Books/CD's loaned to friends/relatives
- Phone call's/faxes/e-mails with info you are waiting on.
- Develop your new personal brand – “the polite but persistent pest”
- A great urgency reduction tool



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A Few Fun Tips, Tactics, and Techniques



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A Calendar/Tickler Tip for the Guys



- Ever forgot a birthday? Or anniversary?
- NEVER do it again!
- Use the same “recurrences & alarms” strategy for meetings and appointments

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E-mail Fourth???

A New Daily Process!

- Projects/Priority List at least once a week
- EVERY DAY: Calendar first – block time strategically; add to task list as needed per projects and calendar
- Then, Review Today's Calendar and revise task list per available time and priorities/urgency
- NOW, Review/Manage E-mail and other info inputs
- Revise task list yet again; plan delegations & follow up
- GET TO WORK!!



How About Some Useful Memos/Lists?

- Staff Management Memos
- Company/Firm Archive
- Personal Goals/Dreams List
- Shopping Lists
- Travel/Financial/Medical Archives
- Business/Personal Trip packing list
- Golf Club Shot Selector
- Gifts??



Final Thoughts:



- Lots of info to chew on here:
 - Pick the ideas/strategies that work best for you
- Come back to your notes later to integrate more
- If an area of opportunity, consider a longer-form program in time management/personal organization
- Continue learning/practicing/perfecting your use of time
- Send me a note if you think of more!



“Be the change you wish to
see in the world.”

– Gandhi



Where to Get More Info:

- Randy Dean's *Taming the E-mail Beast* (Available on Amazon.com – search “*Taming Email*”)
- David Allen's *Getting Things Done*
- Malcolm Gladwell's *Blink*
- Randy's E-newsletter: *Timely Tips – 1 Tip a Month to Save You Time!* (send me an e-mail @ randy@randalldean.com)
- Randy's *Taming E-mail Facebook Fan Page*:
<http://www.facebook.com/TamingEmailBeast>
- Randy's *LinkedIn Page*:
<http://www.linkedin.com/in/andydean>
- **Twitter:** @timelyman (also on G+ and YouTube)



Other Randy Dean Programs:

- *Taming the E-mail Beast*: Key Strategies for Managing E-mail & Info Overload (1-3 hours)
- Finding an Extra Hour Every Day *Workshop*: Time Management Strategies for Busy Professionals (1/2 to full day)
- Optimizing Your Outlook: Time Management Strategies for Busy Outlook Users
- Time Management in “The Cloud”: Using Google Apps to Manage Your Time, Life, Work, Projects, People & More
- *NEW!* Smart Phone Success: Getting More Productivity (and Fun!) From Your Smart Phone Devices
- Managing & Leading Great Staff & Team Meetings (1-2 Hrs)



We're Done!!!



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