



MANAGING PRIORITIES TO MAXIMIZE YOUR DAY





Agenda

- Introduction
- Using priorities to work smarter
- Questions to consider
- Interruptions
- Barriers
 - Saying “no”
 - Delegating
 - Perfectionism
 - Procrastination
- Take care of yourself
- Closing

Learning Points

- Participants will:
- Define priorities and how to fit them into a structure of working smarter
- Determine the best questions to ask to move ahead
- Identify interruptions and how to address them
- Explore barriers to working more efficiently and effectively
- Identify best practices
- Create an action plan

Work Smarter

- Maximize your day from the moment you awake
- Establish and follow a daily routine
- Prioritize and evaluate tasks
- Re-wire your brain to say: “I can do this”
- Allow yourself to make a mistake but be sure to get right back on track

What Is A Priority?

Definition:

- Something that precedes something else or goes first
- Something meriting attention before competing alternatives
- A status assigned to a task or goal to communicate immediacy
- Determine if it ever got done



Who Do We Defer To?

- The person who will cause us the most trouble if we don't put them first
- The person we like the best or who is nicest to us
- The person whose input will be most important for our annual review

Managing Your Workload

- What is the work?
- When is the deadline?
- How much time will it take?
- Who is asking for it?
- Is there any flexibility with the deadline?
- Is there someone else who could do it if necessary?

Questions To Ask Yourself

- Can I do this and get my other work done too by 5:30?
- Do I have any flexibility with the time I leave today or come in tomorrow?
- What do I have planned for the rest of today — at work? Personal?
- How flexible can I be around these plans?
- What is your energy like at this point?
- What would be your ideal solution to the situation?

Considering Your Options

- What if I say yes? What if say no?
- What is important to me? To them?
- Can I balance completing task /maintaining relationships
- Can this be a win/win situation?
- Can we resolve this?
- What can I live with?

Have You Made The Right Decision?

- Do your best
- Hope for the best
- No written-in-stone right or wrong answers

The Benefits Of Taking A Break

- The average U.S. employee only takes about half (54%) of their vacation time (Glassdoor)
- One of the biggest reasons, according to the U.S. Travel Association, is that 37% of employees fear that they will come back to a mountain of work
- Most managers recognize the benefits taking time off from work and feel that using vacation time equates to higher productivity, stronger workplace morale, greater employee retention, and other health benefits (U.S. Travel Association)

Interruptions

External

- Email
- Instant messaging
- Phone calls
- People stopping by
- Diversions

Our Behavior

- Difficulty saying no
- Difficulty delegating
- Seeking perfection
- Procrastination

Handle Interruptions

- Be aware of how interruptions are disrupting your day
- Apply the “making a cake” analogy
- Have a range of responses for interruptions
- Use the “link and leave” strategy
- Discourage squatters
- Use body language techniques
- Be firm; especially for the persistent

Do You Have Difficulty Saying No?

Potential reasons why:

- Not wanting to disappoint
- Believing that "no" is never an option
- Seeming to appear unhelpful or uncooperative
- Being afraid of the decision coming back to haunt you during your annual review.
- Needing to work long and hard provides a feeling of importance

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Decide When To Say Yes Or No

When to Say “No”

- How important is this task?
 - Do I have to do this?
 - What happens if I don't do it?
- What's the love/hate factor of this task?
 - Can it be shared or delegated or learned?

When to Say “Yes”

- If it is good for you
 - Activities for healthy living – nutrition, exercise, sleep, etc.
- Going to push your career to a better place
- Important to a loved one

Do You Have Difficulty Delegating?

- “It's hard to let go”
- “No one can do the work as well I can”
- “I might as well do it myself — it will take too long to show someone else”
- “I can't trust anyone else to meet the deadline and do it the way I want it done”
- “I feel guilty asking someone else to do this when I can do it myself”
- “I feel like a failure if I can't do it myself”

Seeking Perfection

Potential reasons why:

- "I will write the all-time best report that has ever been submitted. Then they'll promote me..."
- "I can't stop and let it go"
- "If it's not perfect, I can't submit it"

Procrastination

Why do people procrastinate?

- They need to do something they don't want to do
- They like living on the edge
- They work best under pressure
- They're fearful how another person might react
- They aren't sure about what needs to be done
- They may be worried about what will happen once this item gets done
- The task is so big, it's difficult to get started, or they don't know where to start

Taking Care Of Yourself

- Engage in self-care to avoid burned out
- Be the best version on YOU!
- Practice Healthy Habits
 - Sleep, exercise, nutrition and stress management
- Engage in hobbies, activities or interests
- Use your vacation time!



Closure

Action Plan:

- What behaviors do you want to change?
- What steps are you going to take?
- Make a priority list

Your Kepto EAP

- EAP Services available to employees, any household members and dependents
- Confidential
- EAP Counselors available 24/7/365 via 833-539-7285
- Up to 6 in person counseling sessions, per issue, per year
- Management Consultations
- Financial/Legal Consultation and Referral Service
- Work/Life & Convenience Services
- <https://sowi.mylifeexpert.com> Company code: SOWI

**We want to hear your
feedback! Please
complete a training
evaluation.**

Thank you!



<https://app.smartsheet.com/b/form/dacb2d9b38564db4afb5ab8426d91ad6>



Questions & Answer

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