

4-11-2016

Personal Organization

Timothy L. Heaton

Cedarville University, heatont@cedarville.edu

Follow this and additional works at: http://digitalcommons.cedarville.edu/education_presentations



Part of the [Education Commons](#)

Recommended Citation

Heaton, Timothy L., "Personal Organization" (2016). *Education Faculty Presentations*. 281.
http://digitalcommons.cedarville.edu/education_presentations/281

This Local Presentation is brought to you for free and open access by DigitalCommons@Cedarville, a service of the Centennial Library. It has been accepted for inclusion in Education Faculty Presentations by an authorized administrator of DigitalCommons@Cedarville. For more information, please contact digitalcommons@cedarville.edu.

Personal Organization

(a.k.a. Time Management}Notes from Seminar
developed by Pharmacy Management

Professor Matt Perri

Presented by : Dr. Timothy L. Heaton

Cedarville University

Heatont@Cedarville.edu

Goals for the next 50 minutes:

- Understand what being organized *REALLY* means.
- Identify strategies and tactics to improve your personal organizational skills

QUIZ:

1. Write down one action or behavior from your personal life that if you did it regularly, it could be life changing.
2. Write down one action or behavior from your professional life that if you did it regularly, it could be career changing.


Set your answers aside we will come back to this and turn it in later.

The Paradox of Time

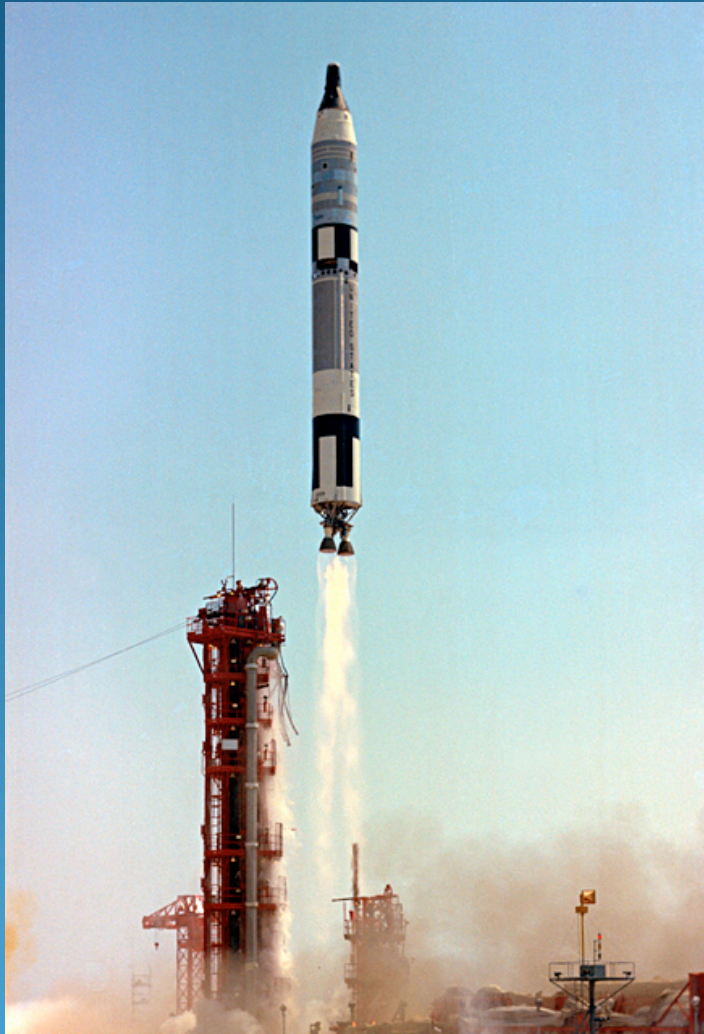
- Think about it. We all think we don't have enough time. Yet, on a daily basis we have all the time there is....and we all have the same amount of time! So, time does not discriminate. ***This means that because we can't get more time, we just have to do better with the time we have.***

How do you manage your time and what you need to get done?

- I don't, I have someone to take care of that for me.
- I keep a to-do-list.
- i-phone, PDA, etc.
- Paper and pencil style daytimer
- Scraps of paper stuffed on my dashboard, hanging on my fridge, notes written on my palm...arms...etc/



Whatever method you use, it's probably less effective than it needs to be for success. Let's figure out why.



HABITS: Much of what we do is done because that's what we did before. It is our habit. Habits are like a cable. We weave a strand of it every day – soon it is very hard to break. The cable can be broken, it just takes tremendous effort. Think about drug addiction, smoking, diet, exercise, etc.

Can habits actually
be changed?

Attitude.

Whether you think you can or you think you
can't you're usually right.

Henry Ford

Changing our habits takes effort, and requires us to develop goals:

- Do you remember or know Rush Limbaugh? Rush used to say on the air that he has no goals. But, if you have the patience to read one of his books, he will tell you that ever since he was a little kid, he knew he wanted to be a TV entertainer. He was focused. Like it or not, he was successful.


Fidelity...

Everyone needs to have goals, written or otherwise. These goals become your “green line.”

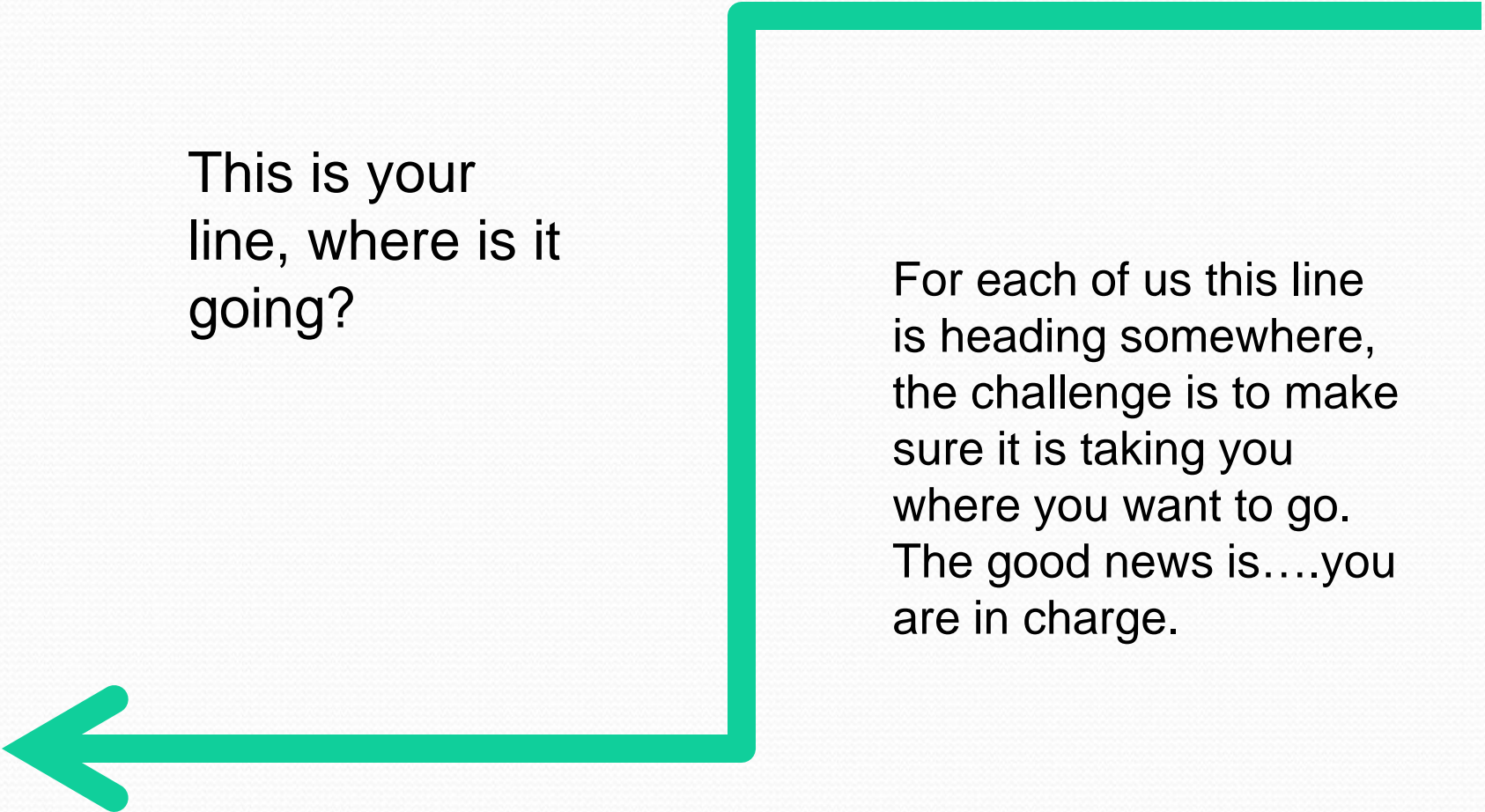
Now



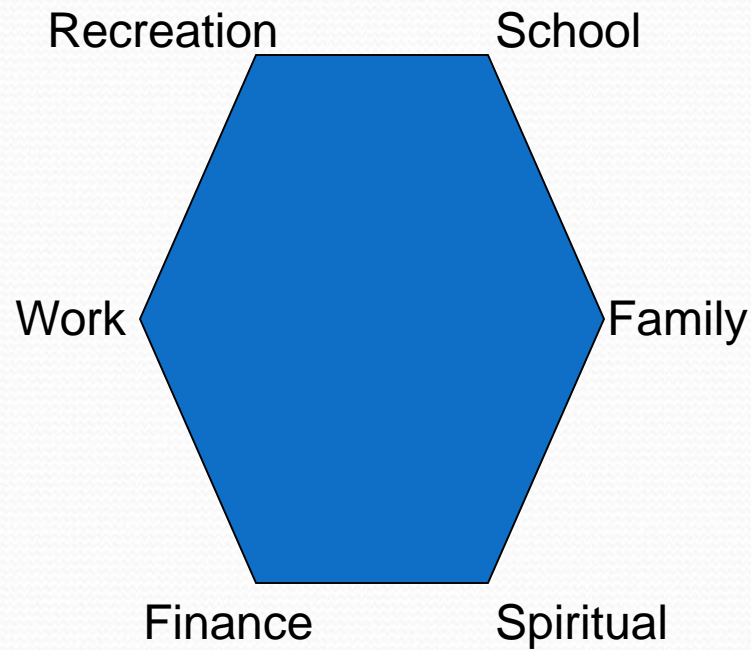
Your
Future



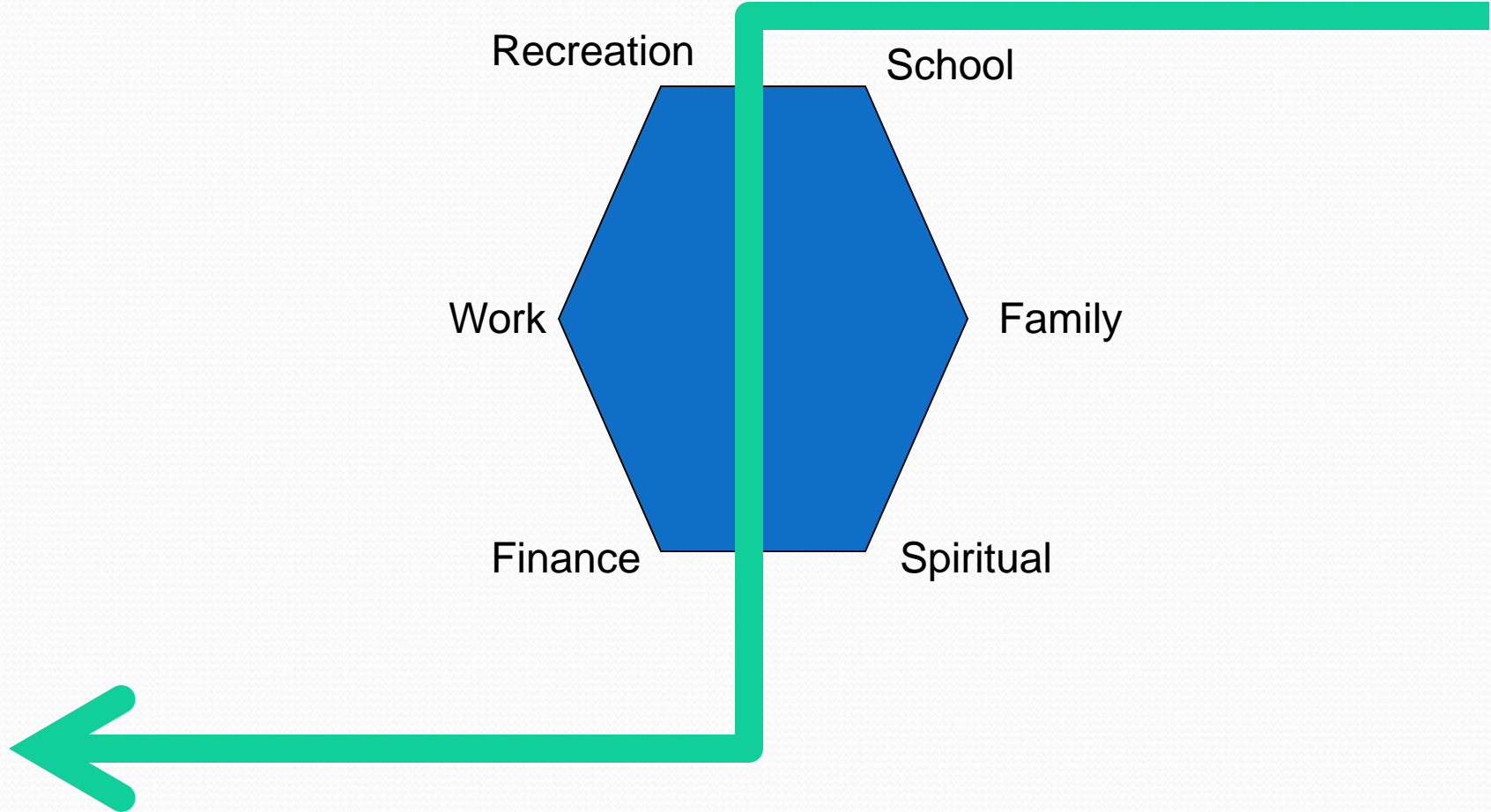
This is your
line, where is it
going?



For each of us this line
is heading somewhere,
the challenge is to make
sure it is taking you
where you want to go.
The good news is....you
are in charge.



Note this represents a simplified life: do not attempt this at home.



Goals

- Are your goals well balanced?
- Do you recognize that these goals are often competing.
- Do you effectively prioritize?
- And now, the question of the day.
 - Look at the two activities you wrote down at the beginning of this hour.
 - How often do the items you listed end up on your to-do-list?

Important versus Urgent.

Where do the answers show up on this grid?

Important

YES

NO

YES

Crisis
(stressful stuff)

Trivial work
(short term focus with
other's in control)

Urgent

NO

**Work to concentrate
on**
(proactive)

Wasted time
(sometimes we feel
guilty about doing these
things)

**What keeps you out of the
green zone?**

Wasting time.

TV, movies, phones, facebook, twitter, soaps, downtown, handling bills or paperwork, PS3, listening to useless information (yep, I know what you are thinking), getting interrupted, meetings (at work or otherwise).....etc.

What about those of us who just seem to procrastinate?

- Good news. Procrastination is a perfectly logical behavior. Why shouldn't we try to avoid dull, unpleasant, overwhelming tasks? But...at least one common denominator of successful people is that many times they are willing to do in a timely manner what others simply avoid.

Overcome Procrastination:

- Delegate. Yes, just get someone else to do it!
- Divide and conquer
 - Give yourself realistic endpoints, or even mini-deadlines
- Keep a “5 minute” folder
 - Many of the items we procrastinate on can actually be done very quickly if we put our minds to it
- Get a little lazy – apply only the effort needed – some items just don’t need that much effort – or even to be done at all!
- Nike got it right. Just do it.

Some specific help...

- Recognize the average person wastes 40-50% of their available time
- ID time wasters and eliminate them.
- Consolidate activities where you can.
- Handle paper, bills, notes, emails, only once if you can.
- Be on time – or early!
- Eliminate clutter.
- Keep a 3-5 minute folder.
- And, most importantly - make a “prioritized” to do list.

Change does not occur overnight.

Just like exercise, loosing weight, eating right, growing spiritually, etc. give yourself some time!