

# Budgeting YOUR TIME

Making Time Work For You

# Introductions

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# Actual Budgeting in FY21



# Time Management DISCLAIMER

- Time Management is Personal
- Not One Solution for Everyone
- Take something, ANYTHING away from this
- Not an expert
- I'M ON THIS RIDE WITH YOU!

# Outline

- Why Time Management is Important?
- Process Toward Effective Time Management
  - Assess-Analyze-Action
  - Time Takers
  - Time Procedures
  - Toolbox for Workflow
  - Barriers
- Creating Your Workflow vs Mine
- COVID Effects

# Randy Pausch – “Time Management”

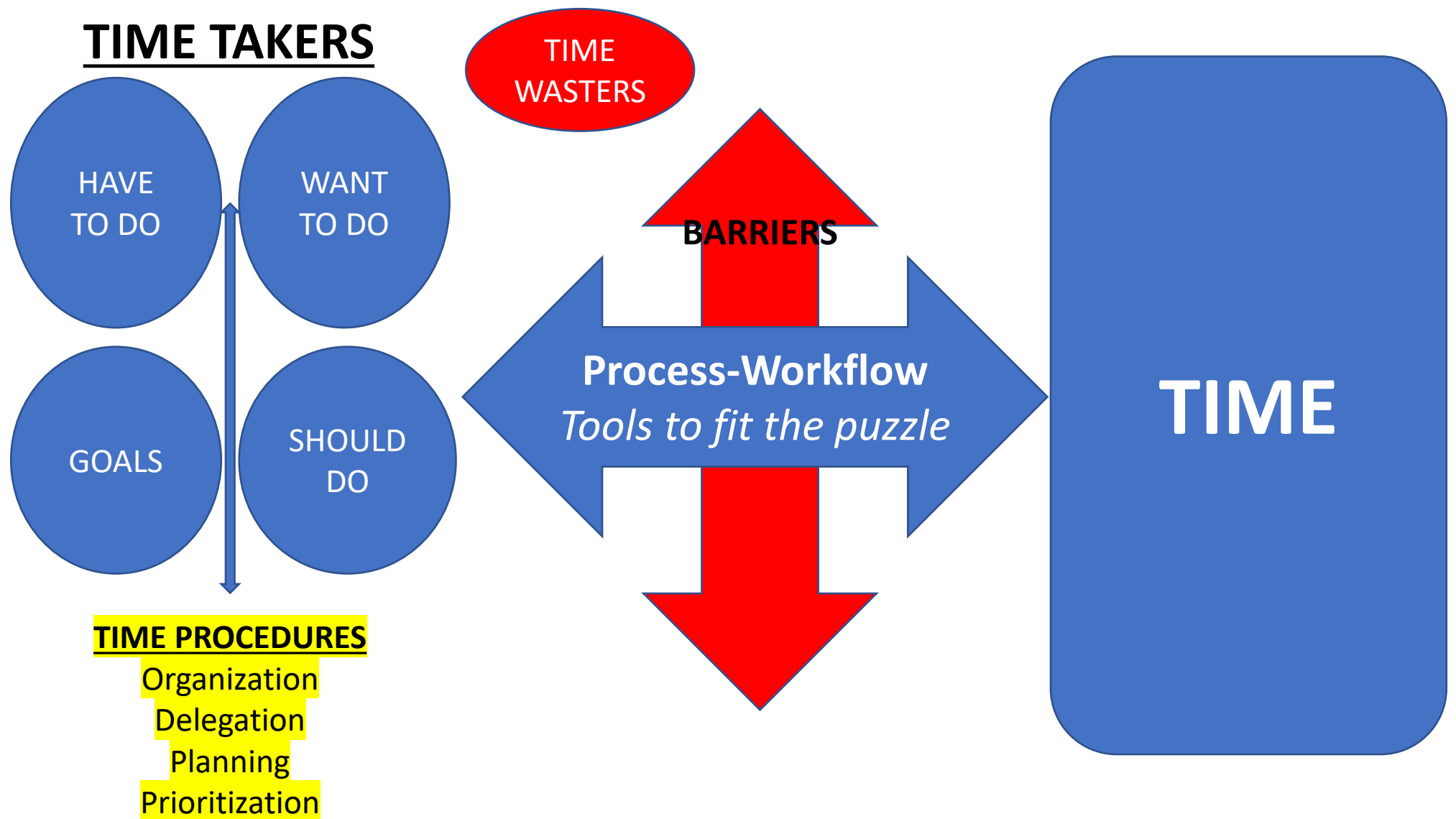
- "Very few people equate time and money and they are very, very equatable"
- "Americans are very, very bad at dealing with time as a commodity. We're really good at dealing with money as a commodity"

# Why Is This Important?

- “Time Famine”
- How much is your time worth?
- “Wave of Everything”
- Where does the time go, but is that the right question?
- Importance of routines and habits

**Time management is directly tied to effective processes**

**A-A-A**  
Assess  
Analyze  
Action





# Assess-Analyze-Action

- ASSESS how you use your time now
- ANALYZE your data
- Create an ACTION plan to implement change

TIME LOG		PURPOSE / PROJECT					EFFECTIVE-NESS		
DATE 21 OCT		ROUTINE	DATABASE	TRAINING	EXPAND TEAM	SALES CALL	High	Average	Low
TIME	ACTIVITY	1	2	3	4	5	A	B	C
8:00 AM	EMAIL	X						X	
8:10 AM		X						X	
8:20 AM	COFFEE BREAK								X
8:30 AM	PREPARED SOFTWARE BUDGET		X				X		
8:40 AM			X				X		
8:50 AM			X				X		
9:00 AM	CALL FROM RAVI			X				X	
9:10 AM	DISCUSS RESUME W/JAY				X			X	
9:20 AM	DROVE TO BUILDING 'D'								X
9:30 AM	STAFF MEETING	X							X
9:40 AM		X							X
9:50 AM		X							X
10:00 AM									

# Time Takers

- Have to – Work, Family
- Should – Ex. Health and Wellness
- Want to – Vacations, Go out to eat
- GOALS – Long Term
- Time Wasters – know how to separate from want to

# Prioritization

## The Eisenhower Decision Matrix

	Urgent	Not Urgent
Important	<b>Do</b> <i>Do it now.</i>	<b>Decide</b> <i>Schedule a time to do it</i>
Not Important	<b>Delegate</b> <i>Who can do it for you?</i>	<b>Delete</b> <i>Eliminate it</i>

	URGENT	NOT URGENT
IMPORTANT	<b>Quadrant #1</b> <b>"NECESSITY"</b> <hr/> Your Key Action: <b>"MANAGE"</b> <hr/> <b>Common Activities</b> <ul style="list-style-type: none"> <li>- Crises</li> <li>- Deadline-driven activities</li> <li>- Medical emergencies</li> <li>- Other "true" emergencies</li> <li>- Pressing problems.</li> <li>- Last minute preparations</li> </ul>	<b>Quadrant #2</b> <b>"QUALITY &amp; PERSONAL LEADERSHIP"</b> <hr/> Your Key Action: <b>"FOCUS"</b> <hr/> <b>Common Activities</b> <ul style="list-style-type: none"> <li>- Preparation and planning</li> <li>- Values clarification</li> <li>- Empowerment</li> <li>- Relationship-building</li> <li>- True recreation</li> </ul>
NOT IMPORTANT	<b>Quadrant #3</b> <b>"DECEPTION"</b> <hr/> Your Key Action: <b>"USE CAUTION or AVOID"</b> <hr/> <b>Common Activities</b> <ul style="list-style-type: none"> <li>- Meeting other people's priorities and expectations</li> <li>- Frequent interruptions:</li> <li>- Most emails, some calls</li> <li>- Urgency masquerading as importance</li> </ul>	<b>Quadrant #4</b> <b>"WASTE"</b> <hr/> Your Key Action: <b>"AVOID"</b> <hr/> <b>Common Activities</b> <ul style="list-style-type: none"> <li>- Escapist activities</li> <li>- Mindless tv-watching</li> <li>- Busywork</li> <li>- Junk mail</li> <li>- Some emails</li> <li>- Some calls</li> </ul>

Adapted from Stephen Covey's "First Things First" - Covey Leadership Center, Inc. © 2003

## PRIORITIZATION MATRIX

	High		
		1. Low Hanging Fruit	2. Big Bets
Benefit / Value			
		3. Maybes	4. Not Worth the Effort
Low			
	Low	Cost / Effort	High

# Prioritization

- Why Am I Doing This?
- What Is the Goal?
- Why Will I Succeed at Doing It?
- What Will Happen If I Don't Do It?
- What is the deadline?
- How long will it take?
- KNOW WHEN TO SAY NO!



# Delegation

- Trust In Your Team
- Show the "why"
- Give tools and resources to succeed
- Communicate clearly
- Learn to Let Go
- Empower and free up time...WIN WIN



# Planning

- Scheduling
- To-Do Lists
- Time Blocking
- Short-term/long-term
- Be adaptable
- Taking time to reflect



# Organization

- Calendar
- Action Items
- Physical
- Digital
- Thoughts







# Technology as Friend...

- Simplification
- Communication
- Automation
- Collaboration
- Collection
- Retention

# Technology as Foe...

- Always connected
- Expectations
- Encouraged multi-tasking
- SOCIAL MEDIA



# Bridge the Technology Gap

- Technology Audit
- Technology Detox
- Time Savers vs Time Wasters
- Dedicated Time
- Block Yourself
- Technology As Servant, Not Master



# Your E-Mail

- NOT YOUR DESKTOP
- NOT YOUR TO-DO LIST
- Dedicated time per day (not more than 30 minutes/at a time)
- MULTIPLE INBOXES => WORKFLOW
- Become a Searcher

# Barriers

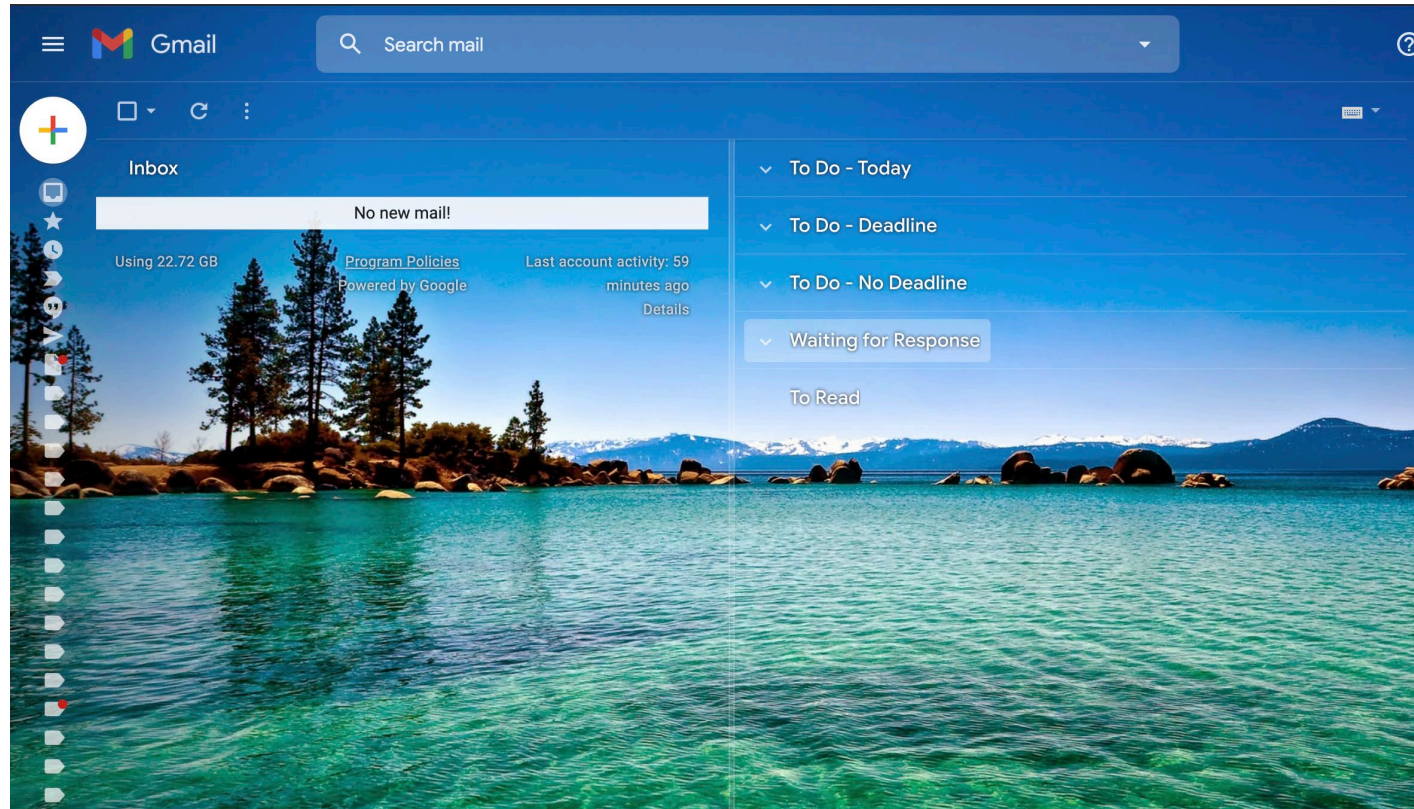
- Too much
- Inability to use the CORE FOUR
- Procrastination
- Unknown and unforeseen
- Misuse of downtime

# My Workflow

- To-Do List
  - ToDoList => Paper Daily => Reconcile at end of day
- E-Mail
  - Multiple inboxes, Archive, Reconcile at end of day
- Computer
  - 2 screens (1 w/accounting, 1 w/work item)
  - OneTab
- Files
  - OneTouch (to-do immediate, to-do deadline, to-do when time, file)



# E-Mail Glory!



# My To-Do List Home

Find

0/5

Inbox 15

Today 15

Upcoming

Projects

Financial 2

Household - TO DO 18

House - Fix It/Plan 2

Odds and Ends To-Do 4

100 Things to Do In Life 6

Personal Development 4

Work 63

Movies/Shows to Watch 5

Books 2

Podcast/Binge

Add Project

Archived projects

Labels

Filters

Work

Unemployment

Payroll Reports

0/1

Today

TSA 403B

Oct 30

PDC Message

0/1

Today

Batch- 15 min

Today

Cleaning Schedule

Today

Board Bill Summary

Tomorrow

Board Financial Report

Tomorrow

Food Service Financial Summary

Tomorrow

Task list to Todoist

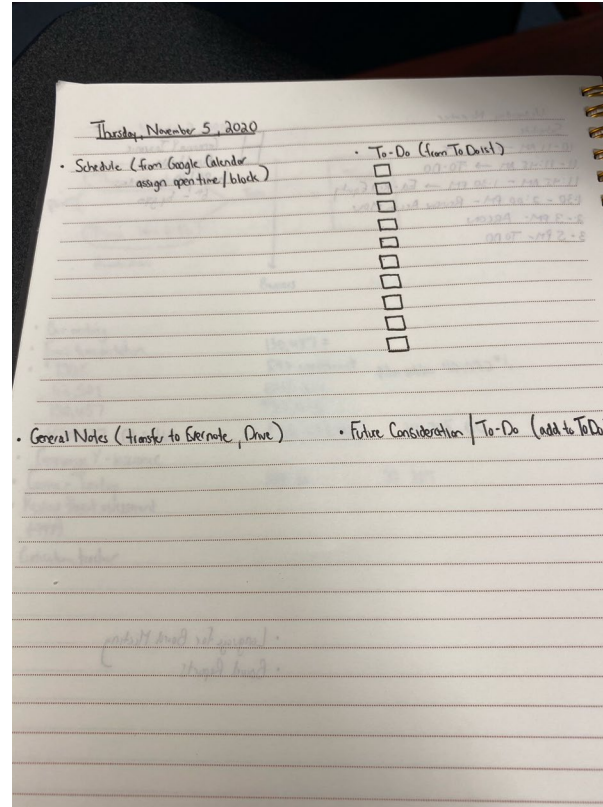
Friday

Budget Calendar

Friday



# Daily Plan



# COVID-19 TIME Realizations

- Necessary Compartmentalization
- Differing Adjustment Levels
- Work Time Wasters
- Keep Your Eyes on the Prize
- Planning and Prioritization  
STILL WORK!



# Relevant (GOOD) Resources

- [Randy Pausch, Time Management](#)
- Getting Things Done, David Allen
- The Power of Habit, Charles Duhigg
- The Checklist Manifesto, Atul Gawande
- The 7 Habits of Highly Effective People, Stephen Covey
- Deep Work, Cal Newport

# Questions and Answers

*We thank you for your time!*

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