

Unicomer Time Management Workshop

Francis Wade

FRAMEWORK CONSULTING INC.

How do you forge a path forward?

A new executive team...

Introductions, Purpose, Agenda, Logistics

Purpose: To improve the productivity in your department / division / unit

Agenda: Interactive Presentation

Logistics: handout, recording, follow-up call in March

My Story

- Struggling after returning to Jamaica
- 21 years abroad
- Taught time management

Task Management & Time Blocking
Virtual Summit

No More One-Size-Fits All "Solutions"

Mar 2-4, 2023

timeblockingsummit.info

The banner features a purple background with a white circle containing the event title. Below the text, a pair of legs in a grey skirt and black shoes is visible, suggesting a virtual summit format.

Task Management & Time Blocking

PODCAST

Episode 31.5

Season Two Opener:
Why Focus on Self-Diagnosis?

Francis Wade, Host

The podcast cover has a purple and white color scheme. It features a circular portrait of Francis Wade, the host, and a small logo in the bottom right corner.

BY FRANCIS WADE

BILL'S IM-PERFECT TIME MANAGEMENT ADVENTURE

The book cover is predominantly black and red. It features a silhouette of a man in a suit with a red lightning bolt striking his forehead. The title is written in large, bold, white and red letters.

Perfect Time-Based Productivity

How to Rescue Your Peace of Mind as Time Demands Increase

2nd Edition

FRANCIS WADE

The book cover is white with blue text. It features a small illustration of a clock with legs and arms. The author's name is at the bottom.

What is a “defect”?

Defect #1 - Promises made to
you and not kept

Defect #2 - Time wasted on
email

Defect #3 - Time wasted on
meetings

Let's go to basics...

- Let's suppose this is a matter of skill, not will
- The worker is motivated to some degree to get things done

Time Demand

An internal,
individual
commitment to
complete an action
in the future



Managing Time Demands – a Self-Taught Skill

Errors in Managing Time Demands (i.e. Defects)



1. "I wanted to get to the bank before it closed but I ran out of time."
2. "I can't promise to deposit that check - I won't have the time."
3. "Sorry I didn't send the message to the bank manager - it was taking too much time and I had other stuff to do."
4. "That project will have to wait for a later moment when I can handle it."
5. "I arrived by his office but I was already late for that 3 o'clock meeting."
6. "I'd love to but I don't have bandwidth or time right now."
7. "My wait in the line took twice as long as I intended"
8. "My goodness... I forgot I also had another appointment at the same time!"
9. "To be honest, last night I jumped out of my sleep in the middle of the night when I remembered something I forgot to do."
10. "I feel depressed because there's no way I can get everything done on time."
11. "Exercise? Sadly, family commitments give me no space for any 'Me-Time' whatsoever."
12. "Sorry, if you really wanted a relationship with me, you should have spent more time getting to know me."

Capacity
To Manage
Time
Demands?

H

L

M

L

L



Your Job



Even these people:



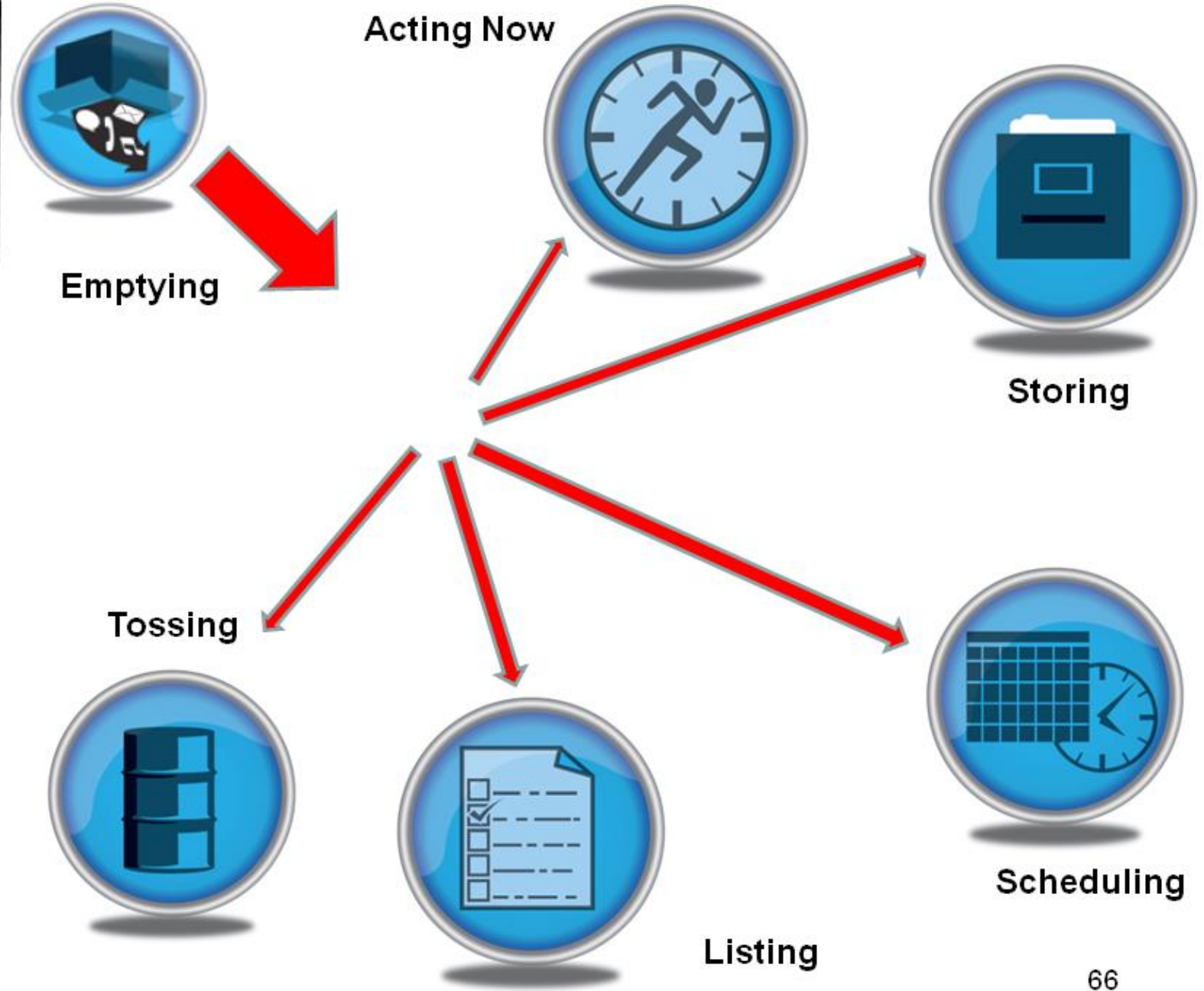
How/Not?

tips
&
tricks

How/Not?

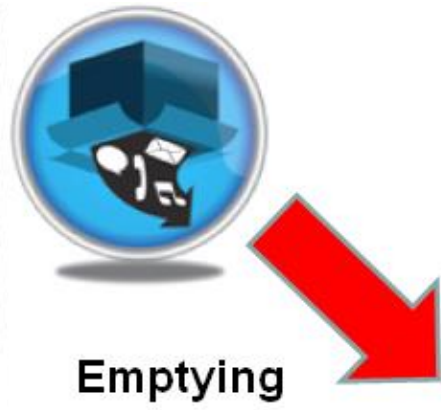


The 7 Fundamentals





Capturing

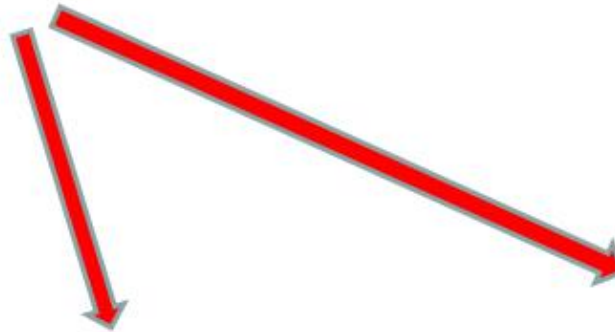
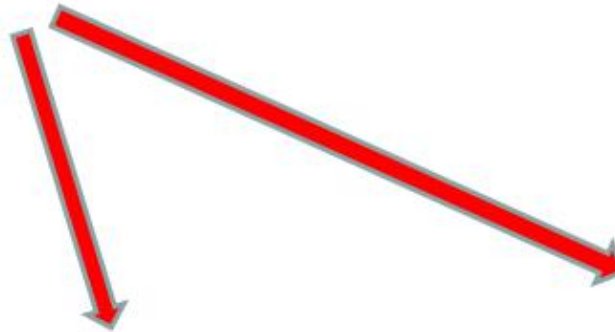




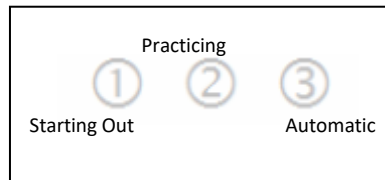
Acting Now



Tossing



Your Current Profile



	Novice / White Belt	Yellow Belt	Orange Belt	Green Belt
Capturing	① X ③	① ② ③	① ② ③	① ② ③
Emptying	X ② ③	① ② ③	① ② ③	① ② ③
Tossing	① ② ③	X ② ③	① ② ③	① ② ③
Acting Now	① ② ③	① X ③	① ② ③	① ② ③
Storing	① ② ③	X ② ③	① ② ③	① ② ③
Scheduling	X ② ③	① ② ③	① ② ③	① ② ③
Listing	① ② ③	① X ③	① ② ③	① ② ③
Interrupting	① X ③	① ② ③	① ② ③	① ② ③
Switching	① ② X	① ② ③	① ② ③	① ② ③
Warning	X ② ③	① ② ③	① ② ③	① ② ③
Reviewing	X ② ③	① ② ③	① ② ③	① ② ③

SAMPLE



Target Dates	7/1/07	12/1/07	3/1/08	6/1/08
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Role Model



Capturing



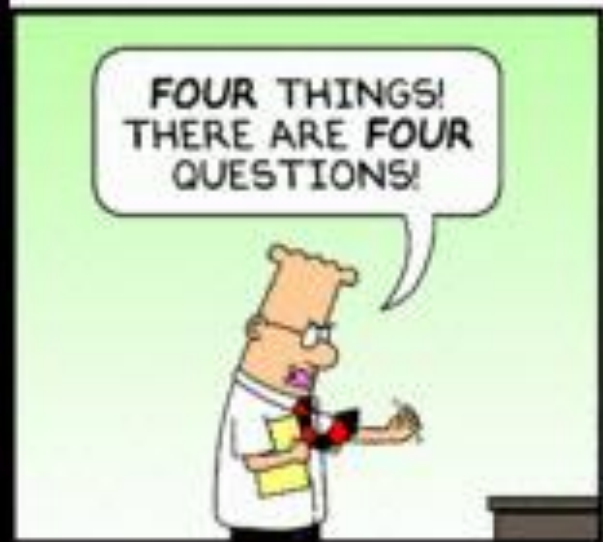
Sesame Street: I Can Remember (Bread, Milk,
Butter) - YouTube



DilbertCartoonist@gmail.com



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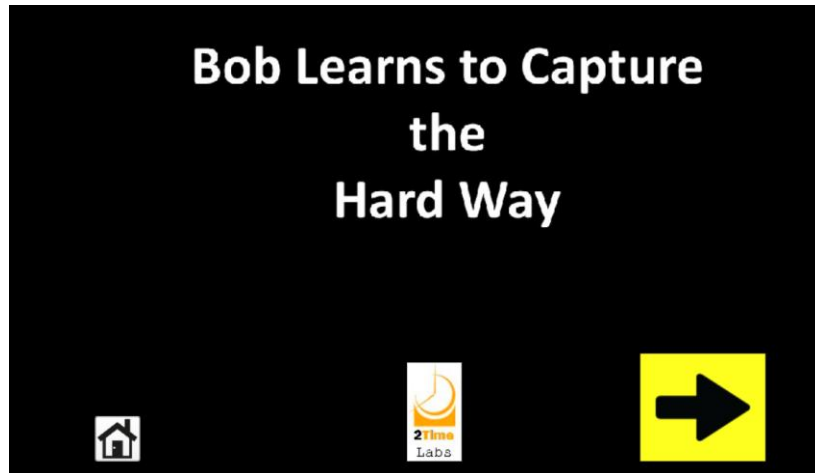


www.dilbert.com





Bob Learns to Capture the Hard Way



Help Bob out of a tricky situation by making some difficult choices. Discover all 5 Outcomes by selecting different choices in each try, and select the best one.

Strong Language Warning!

<https://bit.ly/newhabits-bob>



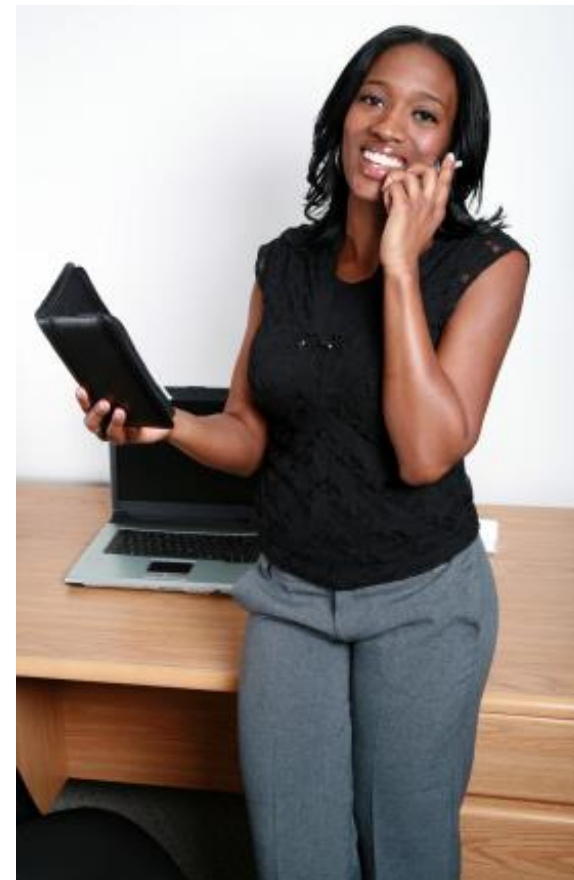
Outcomes	Best?
Cell phone memo	
Cell phone / voicemail	
Delegate	
Post it and pencil	
Memory	

Possible Capture Points

Automatic



Manual



Capture Point Exercise

- Assign each capture point to the correct category – Manual or Automatic

Capture Point	Auto	Manual
Note passed to you	<input type="radio"/>	<input type="radio"/>
Memorized	<input type="radio"/>	<input type="radio"/>
Text messages	<input type="radio"/>	<input type="radio"/>
Facebook / social networking	<input type="radio"/>	<input type="radio"/>
Paper pad	<input type="radio"/>	<input type="radio"/>
Postal mail-box	<input type="radio"/>	<input type="radio"/>
Voice recording	<input type="radio"/>	<input type="radio"/>
Post-It Note	<input type="radio"/>	<input type="radio"/>
paper inbox	<input type="radio"/>	<input type="radio"/>
Twitter messages	<input type="radio"/>	<input type="radio"/>
Outlook Note/Task	<input type="radio"/>	<input type="radio"/>
Phone memo	<input type="radio"/>	<input type="radio"/>
voice-mail box	<input type="radio"/>	<input type="radio"/>
Email Inbox	<input type="radio"/>	<input type="radio"/>

The Answers

Assign each capture point to the correct category – Manual or Automatic

Who is the winner?

Capture Point	Auto	Manual
Note passed to you	<input checked="" type="radio"/>	<input type="radio"/>
Memorized	<input type="radio"/>	<input checked="" type="radio"/>
Text messages	<input checked="" type="radio"/>	<input type="radio"/>
Facebook / social networking	<input type="radio"/>	<input checked="" type="radio"/>
Paper pad	<input type="radio"/>	<input checked="" type="radio"/>
Postal mail-box	<input checked="" type="radio"/>	<input type="radio"/>
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voice-mail box	<input checked="" type="radio"/>	<input type="radio"/>
Email Inbox	<input checked="" type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>

Possible Capture Points

Automatic

- email inboxes (personal / work / private, etc.)
- voice-mail box
- postal mail-box
- paper inbox
- Facebook / social networking DM
- text messages
- notes passed to you on paper on your chair

Manual

- mental memory
- paper pad
- digital voice-recorder
- post-it notes / bits of paper / palm of hand
- cell phone / pda / smartphone
- software (Outlook, OneNote etc.)





Wally
White



Greta Green



Component #1 - Capturing

Novices / White Belts	Rely on memory, random bits of paper. May use many Inboxes / Voice mailboxes	
Yellow Belts		
Orange Belts		
Green Belts	Never rely on memory, and use reliable capture points all the time. A manual capture point is always available, and the number is kept to a minimum. A backup capture point is used in emergencies.	

Are you using your memory? Do you have many or few capture points?

Capturing Cheat-Sheet



Behavior	White	Yellow	Orange	Green
Carry a manual Capture Point at all times	Rarely or never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Almost Always <input type="checkbox"/>
Use a manual Capture Point instead of memory	Rarely or never <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>
Consolidate automatic Capture Points	<div style="background-color: black; width: 100%; height: 100%;"></div>	Starting <input type="checkbox"/>	Occasional <input type="checkbox"/>	Sustained <input type="checkbox"/>
Maintain a flexible, backup method	<div style="background-color: black; width: 100%; height: 100%;"></div>	Starting <input type="checkbox"/>	Sometimes in place <input type="checkbox"/>	Always in place <input type="checkbox"/>

Current Belt

Carry a Capture
Point





Never use
memory to
store time
demands

Consolidate Capture Points



Have a Backup Method Pre-Arranged



How Do You Capture?

Step 1 – Current levels

Behavior	White	Yellow	Orange	Green
Carry a manual Capture Point at all times	Rarely or never <input checked="" type="checkbox"/>	Sometimes <input type="checkbox"/>	Often <input type="checkbox"/>	Almost Always <input type="checkbox"/>
Use a manual Capture Point instead of memory	Rarely or never <input type="checkbox"/>	Sometimes <input checked="" type="checkbox"/>	Often <input type="checkbox"/>	Always <input type="checkbox"/>
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Maintain a flexible, backup method		Starting <input checked="" type="checkbox"/>	Sometimes in place <input type="checkbox"/>	Always in place <input type="checkbox"/>

Step 2 – Overall belt

Current Belt

How Do You Capture?

Step 1 – Current levels

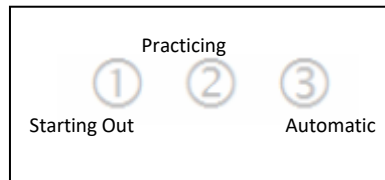
2Time
Labs

Behavior	White	Yellow	Orange	Green
Carry a manual Capture Point at all times	Rarely or never <input checked="" type="checkbox"/>	Sometimes <input checked="" type="checkbox"/>	Often <input type="checkbox"/>	Almost Always <input type="checkbox"/>
Use a manual Capture Point instead of memory	Rarely or never <input type="checkbox"/>	Sometimes <input checked="" type="checkbox"/>	Often <input checked="" type="checkbox"/>	Always <input type="checkbox"/>
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Maintain a flexible, backup method		Starting <input checked="" type="checkbox"/>	Sometimes in place <input checked="" type="checkbox"/>	Always in place <input type="checkbox"/>

Step 2 – Overall belt

Current Belt

Your Current Profile



	Novice / White Belt	Yellow Belt	Orange Belt	Green Belt
Capturing	① X ③	① ② ③	① ② ③	① ② ③
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Tossing	① ② ③	X ② ③	① ② ③	① ② ③
Acting Now	① ② ③	① X ③	① ② ③	① ② ③
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Reviewing	X ② ③	① ② ③	① ② ③	① ② ③

SAMPLE



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Explore a Free Capturing resource



A self-rating

<http://bit.ly/9iPhbo>

Homework

- Bring to mind one of the four practices of Capturing each week and focus on improving it
- Make a list of direct reports who are willing to improve
- Coach them to improve their Capturing – one practice at a time
- Once they get the idea, help them evaluate themselves and report back to you in 2 weeks' time

Start Anywhere! A Highlight from your plan?

Followup Session March 2024