

Get Your Ducks in a Row!

Wait
for me!

What are your objectives for this workshop?

Our Focus

- Getting yourself organized
- Learning how to get started on “big” projects
- Running effective meetings

Learning Objectives

- Set up a personal time management system
- Learn to use mind-mapping for brainstorming
- Identify strategies for productive meetings

The REAL Objective

- You won't be caught up, but you'll know exactly what you're behind on!

Personal Time Management System

Advantages

- Removes reliance on memory
- Visual & tactile learners
- Vital info in one place
- Smorgasbord of things to do

We All Wear Many Hats . . .

- But you can't separate yourself into different people
- Don't try!
- Family events, Girl Scout events, office events – all together!

Setting Up the Dividers

- Daily
- Long Range
- Next Actions
- Let's Talk
- Projects
- Information
- Forms

Calendar Pages

- Daily pages - about 3 weeks worth
 - ▶ Enter appointments
- Long Range pages - 9 to 12 months worth
 - ▶ Enter appointments

Rotate Every Week

- Add another weeks worth of daily pages
- Transfer appointments from long range to daily pages
- “Cross off” appointments with highlighter
- File old daily pages
- File old long range pages

Let's Talk Pages

- Who are the people you talk to regularly?
 - Boss, employees, co-trainers, teen-agers
- One page for each “regular”
 - Jot down things you need to discuss as you think of them
- Next time you see a regular, flip to their page
 - Jot down decisions, etc.
- “Cross off” items with highlighter

Time to Purge!

- Write down **EVERYTHING** on your “to do” list
- Don't sort or organize
- Get it down on paper!

Identify “Projects”

- Put a “p” next to projects
 - ▶ Things that are longer term, complicated
 - Write thesis
 - Organize training blitz
 - Set up daughter’s wedding
- Identify the “next action” for each project

Next Action Pages

- Write down next actions
- Smorgasboard
- “Cross off” with highlighter

Project Pages

- Set up a page for each project
- Personal decision
 - ▶ Type of page
 - ▶ How it's used

Other Features

- Address pages
- Post Its
- Pockets
- Rulers

Mind Mapping

The Technique

- Great way to tackle “overwhelming” projects
- Lots of uses
 - ▶ Brainstorming
 - ▶ Notetaking
 - ▶ Outlining
- Initially no right or wrong answer
- Map gets refined after 1st draft

The Map

- Goal is the “dot” in the center
- Lines come out from center representing major areas
- Branches from lines narrow down areas
- Branches are frequently “unknowns”

Sample Mind Map

2nd Sample Mind Map

Our First Map

- Going out to dinner

Our Second Map

- Put together an enrichment training blitz for about 200 leaders

Our Third Map

- Put together an enrichment course on Girl Scout ceremonies

Our Fourth Map

- Dealer's choice

Effective Meetings

Meetings - A Time Sink

- What's the worst meeting you attended?
- What made it bad?

Definition of a Meeting

- Act or process of coming together
- Assembly of people
- Persons called together to interact for a specific reason for a specific time

Key to a Good Meeting

- Determine what you want out of the meeting in advance & make sure the attendees know!

Before the Meeting

- Purpose
- Schedule & length
- Agenda
- Attendees
- Decision-making options
- Documentation

Agenda

- A tool/process for thinking through a detailed flow of topics
- A logical, sequential road map
- The strategy of the meeting

A Good Agenda

- Who/where/when/length
- Topics and time guidelines
- Presenters and resources needed
- Participants and substitutions
- Type of topic
- Desired results

Ground Rules

- Attendance
- Promptness
- Meeting place
- Courtesy
- Participation
- Decision making

During the Meeting

- Eliminate distractions
- Start & stop on time
- Ice breakers
- State purpose/objectives & stick to them!
- Keep focused
- Summarize at the end - reiterate action items and responsibilities

After the Meeting

- Record keeping
 - ▶ Participants
 - ▶ Actual results
 - ▶ Agreements and decisions
 - ▶ Action items
 - ▶ Action officer
 - ▶ Due dates

A Thought . . .

- Everything fits into one of these categories
 - ▶ A reference
 - ▶ A supply item
 - ▶ A decoration
 - ▶ An action item!

Thank You!

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