remote work: tips for managing your time, employees, & self

presented by FEI Behavioral Health

July 31, 2020
objectives

Remote Working

Define what time is and how to manage it

How self-care plays into productivity and well being

Identify strategies for improving time management

Discuss connecting and managing while remote
How do you stay connected?
time
time management

- Mysterious
- Subjective
- Actuarial
- Measured by activity
- Unmanageable
but we are manageable

time management =

event/self-management
we manage events and ourselves through...

- self-care
- setting priorities
- using strategy
- creating a personal system
self-care
Do things you enjoy
Get enough sleep
Basic needs first
Check in with yourself regularly
Drink plenty of water
Take lunch and breaks
Unplug
know thyself
**TIME MANAGEMENT TOOLS**

**My Daily Task Log**

Complete the task log below to record your daily activities. Make use of the first three columns to record the time you started an activity. For each task, check off the corresponding Task Type. Fill out a log every day for 15 Days during normal days.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Activity Name</th>
<th>Time Used (minutes)</th>
<th>Task Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>E-Mail</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Meetings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Telephone Calls</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Other (travel, paperwork)</td>
</tr>
</tbody>
</table>
Activity and Time

- do-overs
- low-priority items
- “soft” meetings and interruptions
- do it yourself and multi-tasking
organize
when are you at your best?
strategies
prioritize
prioritize

covey’s matrix

<table>
<thead>
<tr>
<th></th>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMPORTANT</td>
<td>ACTIVITIES:</td>
<td>ACTIVITIES:</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>NOT IMPORTANT</td>
<td>ACTIVITIES:</td>
<td>ACTIVITIES:</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>IV</td>
</tr>
</tbody>
</table>
# Covey’s Matrix

<table>
<thead>
<tr>
<th>URGENT</th>
<th>NOT URGENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT</strong></td>
<td><strong>NOT IMPORTANT</strong></td>
</tr>
<tr>
<td>ACTIVITIES:</td>
<td>ACTIVITIES:</td>
</tr>
<tr>
<td>Crises</td>
<td>Prevention</td>
</tr>
<tr>
<td>Pressing Problems</td>
<td>Relationship building</td>
</tr>
<tr>
<td>Deadline-driven projects</td>
<td>Recognizing new opportunities</td>
</tr>
<tr>
<td>Production problems</td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td>Recreation</td>
</tr>
<tr>
<td></td>
<td>Production capability problems</td>
</tr>
<tr>
<td><strong>III</strong></td>
<td><strong>IV</strong></td>
</tr>
<tr>
<td>ACTIVITIES:</td>
<td>ACTIVITIES:</td>
</tr>
<tr>
<td>Interruptions, some calls</td>
<td>Trivia, busy work</td>
</tr>
<tr>
<td>Some mail, some reports</td>
<td>Some mail</td>
</tr>
<tr>
<td>Some meetings</td>
<td>Some phone calls</td>
</tr>
<tr>
<td>Popular activities</td>
<td>Time wasters</td>
</tr>
<tr>
<td>Pressing matters</td>
<td>Pleasant activities</td>
</tr>
</tbody>
</table>

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Prioritize
prioritize
Delegate and Complete Tasks

90 minutes = 19%

Prioritize

Invest in Beginning
- Create Detailed Plan
- 2 Moves Ahead
- “Do-Over” Prevention
- 45 min

Invest in Ending
- Review
- Final Touches
- Quality Control
- 45 min
# TIME LOG

**DATE:** 21. OCT

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>PURPOSE / PROJECT</th>
<th>EFFECTIVENESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>EMAIL</td>
<td>ROUTINE: 1, DATABASE: 2, TRAINING: 4</td>
<td>High: X, Average: X, Low: X</td>
</tr>
<tr>
<td>8:10 AM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:20 AM</td>
<td>COFFEE BREAK</td>
<td>ROUTINE: 1</td>
<td></td>
</tr>
<tr>
<td>8:30 AM</td>
<td>PREPARED SOFTWARE BUDGET</td>
<td>ROUTINE: 1, DATABASE: 2, EXPAND TEAM: 4, SALES CALL: 5</td>
<td>High: X, Average: X, Low: X</td>
</tr>
<tr>
<td>8:40 AM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:50 AM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 AM</td>
<td>CALL FROM RAVI</td>
<td>ROUTINE: 1</td>
<td></td>
</tr>
<tr>
<td>9:10 AM</td>
<td>DISCUSS RESUME W/JAY</td>
<td>ROUTINE: 1</td>
<td></td>
</tr>
<tr>
<td>9:20 AM</td>
<td>DROVE TO BUILDING ‘D’</td>
<td>ROUTINE: 1</td>
<td></td>
</tr>
<tr>
<td>9:30 AM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:40 AM</td>
<td>STAFF MEETING</td>
<td>ROUTINE: 1</td>
<td></td>
</tr>
<tr>
<td>9:50 AM</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Parkinson’s Law:
corollary to parkinson’s law

“A conversation tends to expand to fill the time available for its accomplishment”
Pomodoro technique
Choose a task you want to work on

Set the pomodoro timer for 25 minutes

Work on the task until timer chimes, checkmark paper

Take a short 3-5 minute break, stretching/walk/non-work related

Have you finished 4 full pomodoro cycles?

Take a 10-15 minute break after 4 full pomodoro cycles

NO

YES
Pomodoro technique

Inform

Negotiate

Protect

Schedule

Call Back
there’s an app for that
connection
virtual meaningful connection
Start on Time
lateness = hostility/arrogance

Engagement
humor/distraction

Follow Agenda
use previous action plan

Action Plan
what, who, how, when – save it

End on Time
or be a hero and end early
remote management
effective conversations

appropriate time and location

start-stop contract

goal contract - how will success look

division of labor

agree to next contact
effective emails

Polite

• salutations and closing

Careful with Emoticons

Action plan

• who what when where how why

If you are feeling hesitant to send

• think: would I want this forwarded?
• proofread yourself – proofread buddy

Still hesitant

• save in drafts - review tomorrow
keeping teams engaged

- Build sense of belonging
- Clear goals
- Communicate Regularly
- Be proactive
- Make engagement fun and easy
• Time
• Self-care
• Strategies
• Remote working
State of Wisconsin

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and Work-life Services

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[www.feieap.com](http://www.feieap.com) - username: sowi
questions / discussion
evaluations
thank you