



Managing Your Time... When You Have No Time

RIPL Webinar Series

January 31, 2018

12:00-1:00 Eastern/9:00-10:00 Pacific

#RIPLeffect



Shelley Walchak

Director, Pine River Library
Bayfield, Colorado

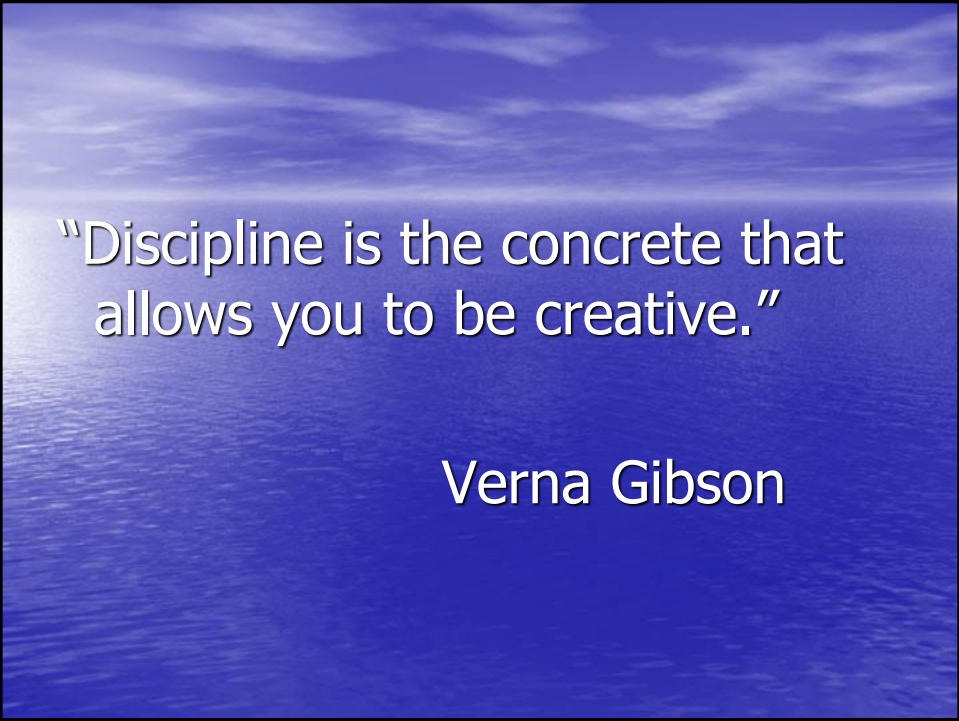


Managing Your Time...

When You Have No Time

Shelley Walchak, Director
Pine River Public Library



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“Discipline is the concrete that
allows you to be creative.”

Verna Gibson

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Goals

- ***Understand*** your commitments
- ***Explore*** an organized time management system



Horizons of Focus

(Where you could have "Stuff")

50,000 + feet	Life considerations
40,000 feet	3 – 5 year Vision/Strategy
30,000 – 50,000 feet	Job Career Directions/Life Values/ Visions
20,000 Feet	Current Job/Areas of Responsibility & Focus
10,000 Feet	Current Projects
Runway	Current Actions

Productive Behaviors

- Structure
- Focus
- Action
- Completion

Productive Behavior: Structure

Workflow

- Collect
- Process/Organize
- Do
- Review

Collecting

“There is no reason to have the same thought twice, unless you like having that thought.”

David Allen, Author
Getting Things Done

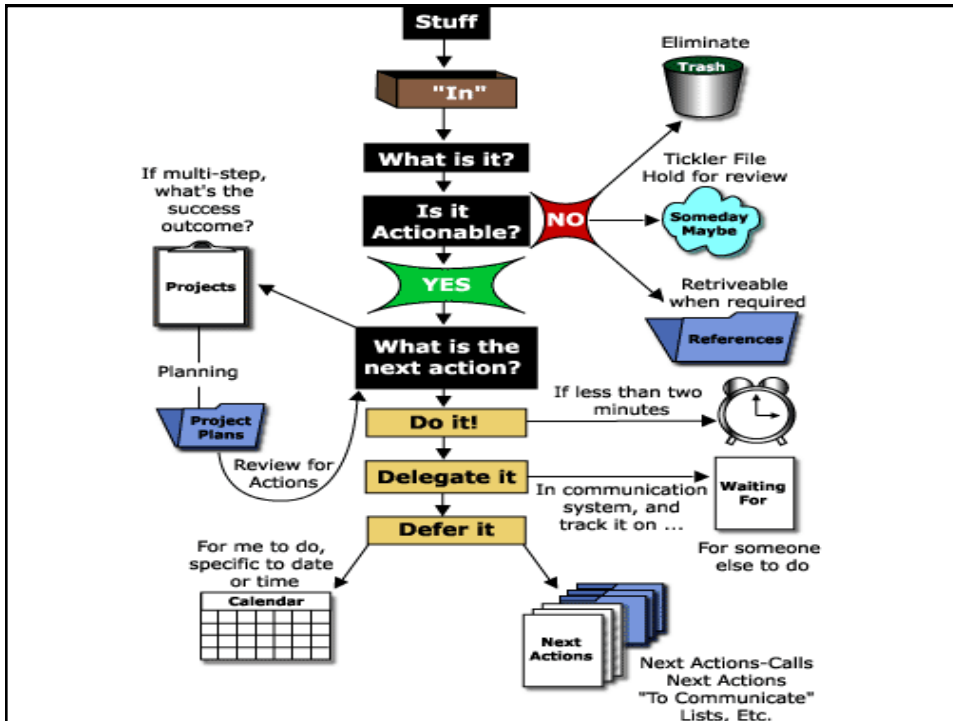
Sample “Mind Dump”

WORK-RELATED

- Emails to write
- Reports
- Meetings
- Presentations
- Procedure for...
- Marketing
- Inventory
- Research on...
- Professional reading
- Budget
- Computer problem
- Get copier paper

PERSONAL-RELATED

- Bank deposit
- Return library books
- Son's birthday
- Pay bills
- Make Dr. appointment
- Pick up dry cleaning
- Clean out closet
- Get a router for wireless
- Unhook hoses
- Play the piano
- Fix leaky faucet
- Join a community organization



Our "Lists"

1. Projects List - planning
2. Next Actions List (e.g. calls, computer, errands)
3. Waiting For List (actions deferred)

... and your Calendar

Processing – Is it "Actionable"

NO	YES
<i>Trash!</i>	<i>Project ("projects list")</i>
<i>Someday/Maybe!</i>	<i>Do it! – if you can and especially if less than 2 minutes!</i>
<i>Reference (organized filing system)</i>	<i>Delegate it! ("waiting-for list")</i>
	<i>Defer it! ("next actions list")</i>

"Master Tracker"

<i>Projects</i>	<i>Next Actions</i>	<i>Waiting For</i>
Arts/Culture Initiative	Board Meeting Agenda	Benefit forms
Video Project	Director's Report	Time for filming
Media Hub Development	Get w/Sharon re launch	Event Center Booking
Business Partnership	Media Hub Meeting	Bid for Shed
Build Storage Shed	Call re Zineo	Board input on Video
<u>Presentations</u>	Send budget to DOLA	Volunteer luncheon
CAL – HR Development	Write up script	Slides for co-presenters
Heritage Museum	Edit slides	
Rotary - Libraries	Speak to ukulele lady	
	Get stats on mill levy	
<u>Committees</u>	Grant Report	
ALA – PLA Advisory	Contact committee chair	
Economic Development	Print benefit documents	

Sample "Project List"

Video Project

Contact Steve re filming	✓
Create Script	✓
Film Date	
Distribute to Committee, Ask for volunteers	
Set deadlines	
Review Scripts	
Arrange filming	
Edit videos	
Post on Website	



Review and Do

- Context
- Time Available
- Energy available
- Priority

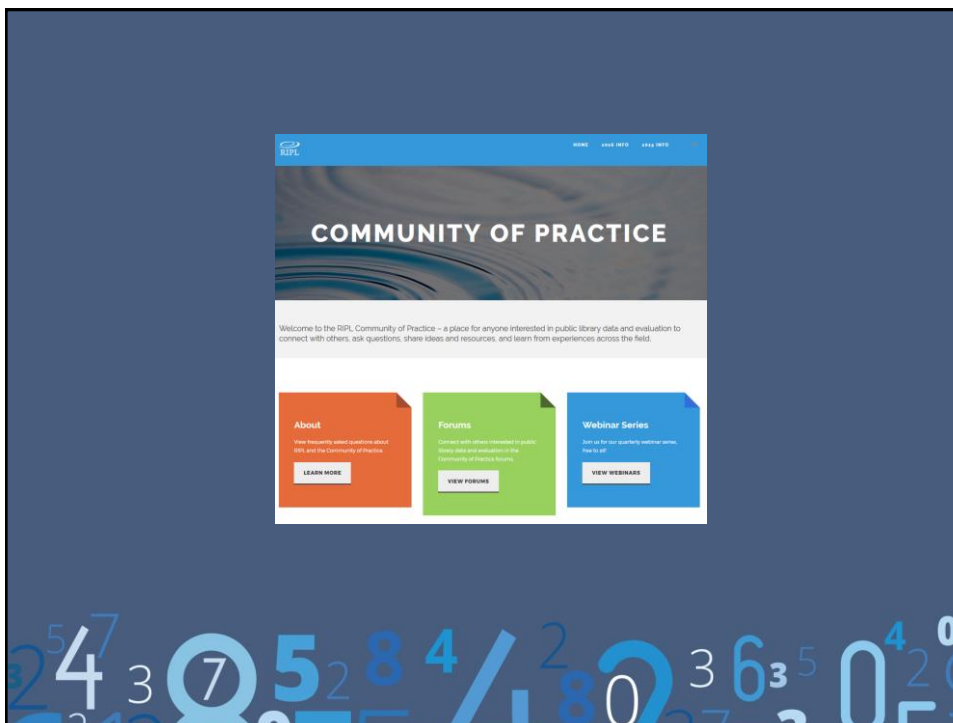




"Rule Your Mind or...
it will rule you."

Horace





Thank You!

Webinar evaluation:
<https://s.lrs.org/GTD>

