

Life Management: Going Beyond *Just* Time Management “Strategies”

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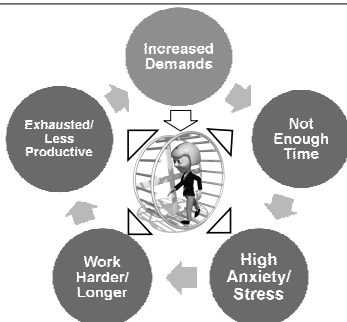


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Agenda

- Intro: Challenge and Opportunity
- Part I: Vision
- Part II: Three Keys
- Part III: Three Enemies
- Summary

The Challenge



The Opportunity...

- You have choices
 - TIME management is a misnomer

"The bad news is time flies. The good news is you're the pilot."

~ Michael Altshuler



Part I: Work-Life Vision

You are the Architect of
Your Future



Time is Life



"TIME IS LIFE. It is irreversible and irreplaceable. To waste your time is to waste your life, but to master your time is to master your life and make the most of it."

~ Alan Lakein, Time Management Guru

History/Past

Present Day:
April 1, 2009

Create
Goals/Vision

Create Future = Opportunity



Exercise 1: Big Picture Goals

Questions to Consider:

What is important to you?
Where do you want all of this to end up?
If you knew you couldn't fail, what would you do?
When was the last time you were TRULY excited about work?
About life? What were you doing? Who was there?

Even if the goal seems unrealistic, write it down!

"If man only knew that he could have anything he wanted, he would set more goals"

~ Earl Nightingale

Exercise 2: Nuts & Bolts

Write down 2 things that are important to you related to big picture goals to accomplish over the next 3-6-9 months:

1 personal goal

1 professional goal

Example:

Personal: Go to yoga two nights a week

Professional: Write article for NALP publication

Part II: Three Keys



Three Keys...



Plan



Prioritize



Create blocks of uninterrupted time

Key 1: Planning

- 15 minutes once/week
- 15 begin/end of each day
 - Be realistic!
 - Small and achievable tasks
 - 1-2 hours to complete ; Achievable in one day
- Planning is key to success!

"If you give me six hours to chop down a tree, I'll spend four sharpening my axe."

~ Abraham Lincoln

Typical "To Do" List

To Do List

Work

- Mentoring program
- Upward Review
- Practice Group leaders

Personal

- Organize finances
- Paint house
- Get in shape

Effective “To Do” List

~~To DON'T List~~

Work

- Create new mentoring program
- Write column
- Professional Development stuff

Personal

- Organize finances
- Paint house
- Get in shape

➔

To Do List A+

Work

- Meet with Amy to brainstorm mentoring program
- Research column topic
- Outline top 3PD initiatives for this year

Personal

- Buy quicken
- Call Pete the Painter for estimate
- Go to gym - ½ hour

Key 2: Prioritize

The heart and soul of time management



“Very few managers use their time as effectively as they could. They think they’re attending to pressing matters, but they’re really just spinning their wheels”

~ Harvard Business Review, February 2002

How to Prioritize?

- Think: **URGENT + IMPORTANT!**
- Focus on 3-5 top items each day
- Prioritize 1 to 5, etc.
 - Be REALISTIC
 - Turn back to list only if priorities accomplished
 - Stick to this unless real emergency

“When your daily activities are in concert with your highest priorities, you have a credible claim to inner peace”

~ Hyrum Smith

Tyranny of the Urgent

"Urgency engulfs the manager; yet the most urgent task is not always the most important. The tyranny of the urgent lies in its distortion of priorities. One of the measures of a manager is the ability to distinguish the important from the urgent, to refuse to be tyrannized by the urgent, and to refuse to manage by crisis..."

~ R. Alec Mackenzie, Time Management Guru

EXERCISE 3: Tyranny of the Urgent



Scoring Instructions

- For each quadrant, total your responses
- Color in the area up to the total number

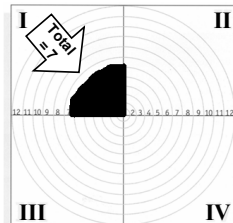
For Example:

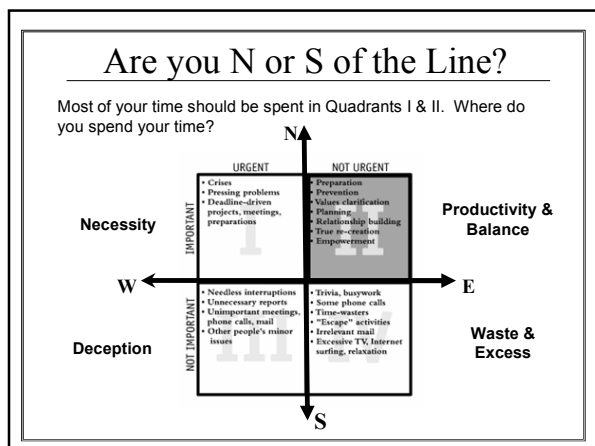
Response to question 1 = 3

Response to question 2 = 4

Total = 7

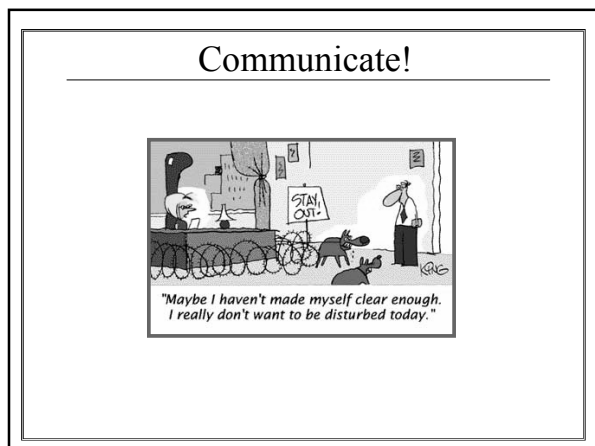
Question 1 =	3
Question 2 =	4
Total =	7





3rd Key: Schedule Time Blocks

- **Multitasking a myth!**
 - Give brain focus it wants
- **Schedule 60-90 minute blocks at YOUR high energy times**
 - 4-5 times to check email
- **Plan for interruptions**
 - **Guard this time with all your might!**



Beware: the 3 Enemies!

- Interruptions
- Procrastination
- Perfectionism

**"You cannot defeat an enemy until
you understand it"** ~ Steve Prentice, TM Guru

**There are many ways to avoid success in life, but the most sure-
fire way just might be procrastination.**
~ Hara Estroff Marano

No one is perfect... that's why pencils have erasers.
~Author Unknown

Rome Wasn't Built in a Day



Small Changes Add Up

Here's how it would look if
you were a practicing lawyer!

Minutes "found" per day	Minutes "found" each year	Hours "found" each year	Based on an average hourly billing rate of \$300, revenues gained each year
6	1,320 minutes	22 hours	\$6,600.00
15	3,300 minutes	55 hours	\$16,500.00
30	6,600 minutes	110 hours	\$33,000.00

(Figures are based on 220 working days per year.)

Summary

- Life and work are complicated (particularly in a law firm!) but you *do* have choices
- **Write down** your work-life goals/vision
- Plan (small tasks), prioritize (important/urgent), create time blocks and protect them (barbed wire)
- Be aware of your habits (procrastination/perfectionism)
- Strong communication is key (interruptions)

Last exercise: What 1 or 2 strategies will you commit to over next 3-6 weeks? How will your life look different?

What Questions Do You Have?



Most Importantly: Remember

- Life is a marathon not a sprint
- Have fun, slow down, breathe, be cool, focus, communicate-- LAUGH!
- Your career and your life is yours to create



You cannot teach a man anything; you can only help him find it himself.

Galileo

Thank you!

