

Mastering Self-Management

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TAIR 2017 Conference

Hilton Houston NASA Clear Lake, Texas

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How do you plan your day??



Proven
SUCCESS.



Time Management Grid

	Urgent Quadrant I	Not Urgent Quadrant II
Important	Critical actions that must be done now.	Important activities that do not have a deadline.
	Quadrant III	Quadrant IV
Not Important	Unimportant activities done with a sense of urgency.	Time wasters.

Stephen Covey, *The 7 Habits of Highly Effective People*

Proven success. Time Management Grid

	Urgent	Not Urgent
Important	Quadrant I College President calls at 11:30am and needs enrollment numbers for the last twenty years for a meeting at 1pm.	Quadrant II Student evaluation surveys.
Not Important	Quadrant III A Dean invites you to an impromptu meeting where you really have no input to provide.	Quadrant IV Data requests from apartment complexes looking to build in the area.

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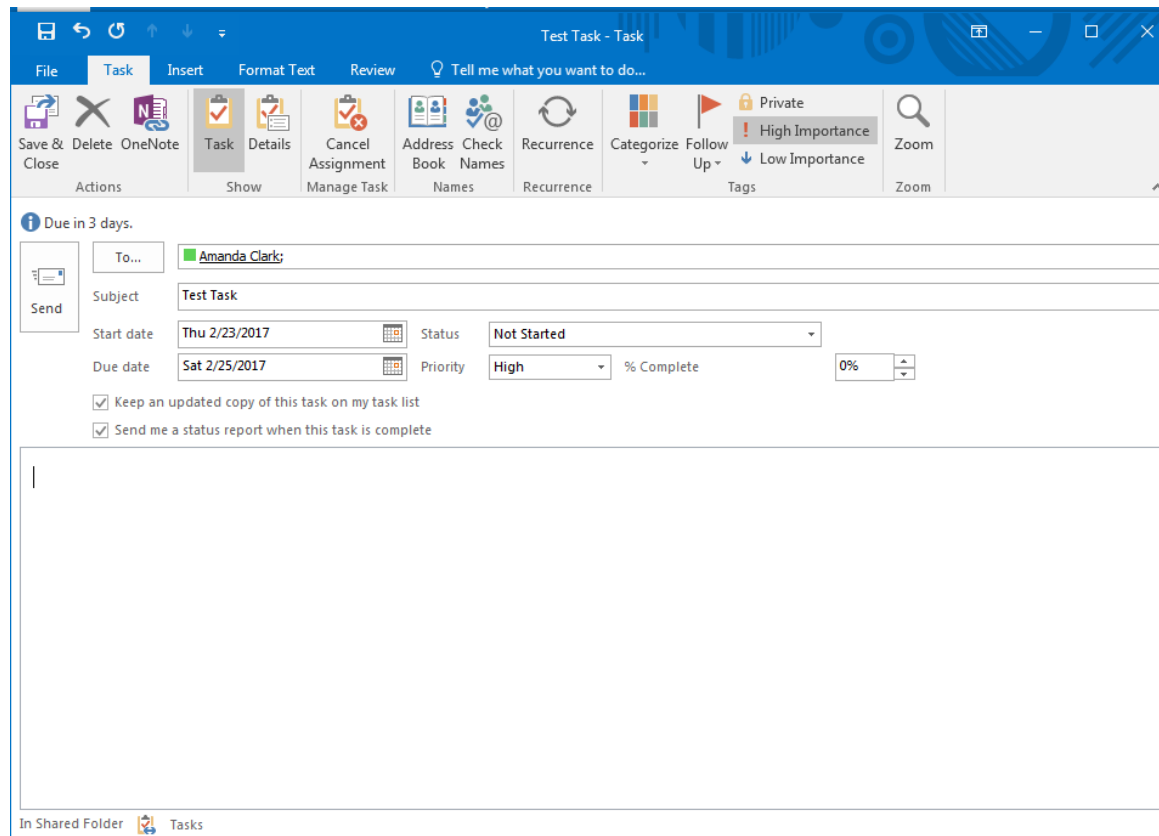
Now what?



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Use Your Calendar

- Use your Microsoft Outlook Calendar to:
 - Create and share tasks with co-workers. You can also assign tasks to others and stay updated on their progress.



Proven success. Use Your Calendar, cont'd

- Flag new email requests for completion:
 - When requests arrive via email, flag them for completion. This will create a To-Do list where you can mark items 'complete'.
 - For recurring items, create calendar events with reminders.

TASK SUBJECT	START DATE	REMINDER TIME	DUE DATE	IN FO...	CATEGORIE
Click here to add a new Task					
Flag: Due Date: This Week					
Deadline Reminder - Peterson's Survey of Undergraduate Institutions	Wed 2/22/2017	None	Fri 2/24/2017	Inbox	<input type="checkbox"/>
Flag: Due Date: Today					
Argos Report - Disability Services	Thu 2/16/2017	None	Thu 2/16/2017	Inbox	<input type="checkbox"/>
TAIR 2017 Conference Brochure	Mon 2/13/2017	None	Mon 2/13/2017	Inbox	<input type="checkbox"/>
Argos Report - Disability Services	Thu 2/9/2017	None	Thu 2/9/2017	Inbox	<input type="checkbox"/>
SAS Logo Request	Wed 2/8/2017	None	Wed 2/8/2017	Inbox	<input type="checkbox"/>
TAIR 2017 Conference Brochure	Wed 2/8/2017	None	Wed 2/8/2017	Inbox	<input type="checkbox"/>
TAIR 2017 Conference Brochure	Mon 2/6/2017	None	Mon 2/6/2017	Inbox	<input type="checkbox"/>
Conversation with Amanda Clark	Mon 2/6/2017	None	Mon 2/6/2017	Docu...	<input type="checkbox"/>
TAIR--list of User Communities Roundtables topics #2	Wed 2/1/2017	None	Wed 2/1/2017	Inbox	<input type="checkbox"/>
Block Scheduling	Tue 1/31/2017	None	Tue 1/31/2017	Inbox	<input type="checkbox"/>
Suspension cohort survey	Fri 1/27/2017	None	Fri 1/27/2017	Inbox	<input type="checkbox"/>
Revised TAIR 2017 Acceptance Letter With Time and Location	Fri 1/20/2017	None	Fri 1/20/2017	Inbox	<input type="checkbox"/>

Google Calendar

Google Calendar is great for managing personal tasks. Emails can be sent to those with whom you want to share your calendar event.



Google Calendar

Google

to

All day Repeat...

Event details

Where

Video call [Add video call](#)

Calendar

Description

Attachment [Add attachment](#)

Event color

Notifications

[Add a notification](#)

Show me as Available Busy

Visibility Calendar default Public Private

By default this event will follow the [sharing settings](#) of this calendar: event details will be visible to anyone who can see details of other events in this calendar. [Learn more](#)

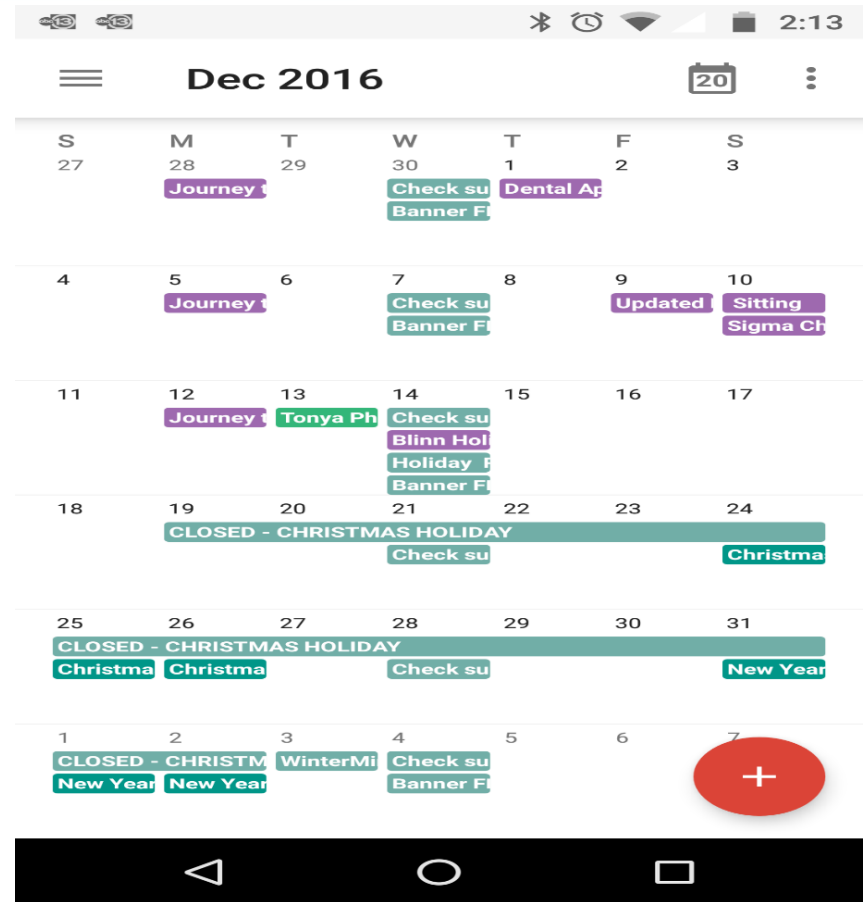
Guests

Guests can



- modify event
- invite others
- see guest list

Calendar Apps

Most smartphones come with a calendar app that can be used to manage multiple calendars. This allows you to have access to work and personal calendars in one location.

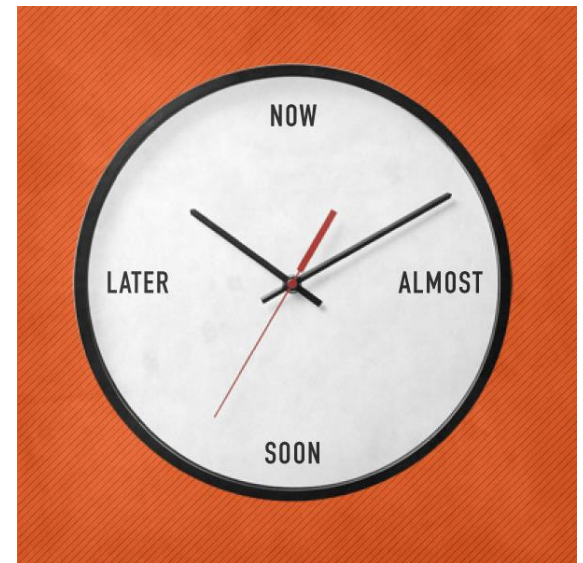


Proven success. Use Your Project Folders

- Use Project Folders to:
 - Create a folder for each project in which to store information and files used to fulfill the request.
 - Use OneDrive  or Google Drive  to save documents that can be accessed anywhere. This can be useful if you find yourself with some extra time away from the office.

Things to consider when planning your day:

- Have a plan.
- Stay focused.
- Do the easy tasks first.
- Know your deadlines.
- Don't wait until the last minute.



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Questions?



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