

# Budgeting YOUR TIME

Making Time Work For You



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# Introductions

Jeff Feyerer, Speaker

*Assistant Superintendent/CSBO, Fairview  
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Jordan Thorse, Speaker

*Comptroller/Treasurer, Community Unit  
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# Time Management DISCLAIMER

- Time Management is Personal
- Not One Solution for Everyone
- Take something, ANYTHING away from this
- Not an expert
- I'M ON THIS RIDE WITH YOU!



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# Outline

- Why Time Management is Important?
- Process Toward Effective Time Management
  - Assess-Analyze-Action
  - Time Takers
  - Time Procedures
  - Toolbox for Workflow
  - Barriers
- Creating Your Workflow



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# Randy Pausch – “Time Management”

- "Very few people equate time and money and they are very, very equatable"
- "Americans are very, very bad at dealing with time as a commodity. We're really good at dealing with money as a commodity"



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# Why Is This Important?

- “Time Famine”
- How much is your time worth?
- “Wave of Everything”
- Where does the time go, but is that the right question?
- Importance of routines and habits

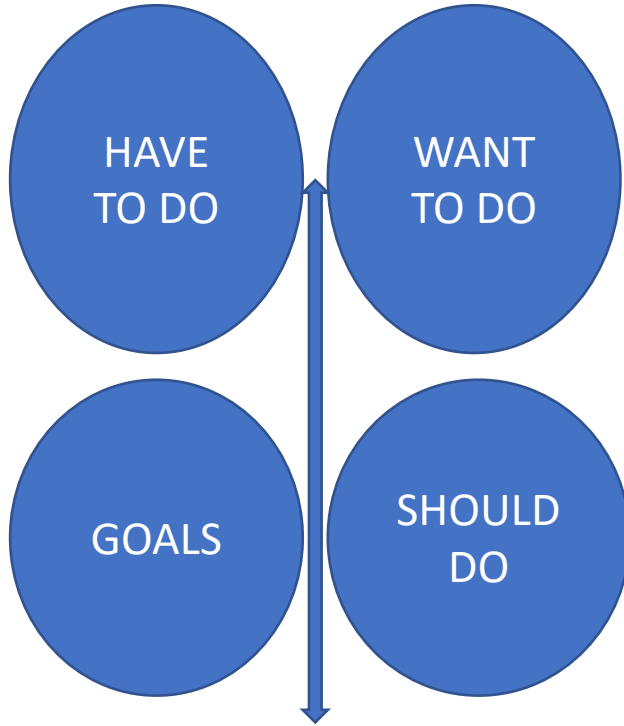
Time management is directly tied to effective processes



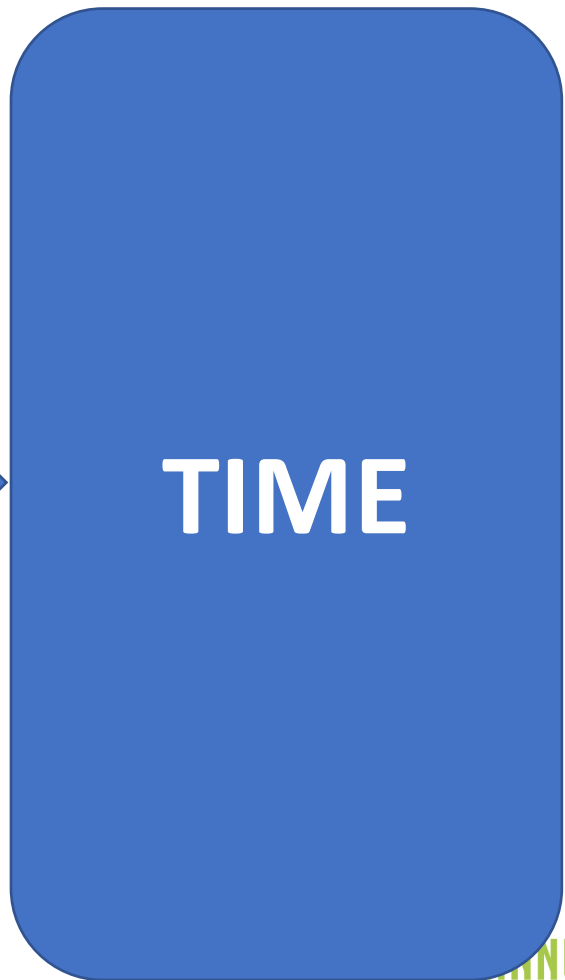
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# TIME TAKERS



TIME WASTERS



**A-A-A**  
Assess  
Analyze  
Action

## TIME PROCEDURES

- Organization
- Delegation
- Planning
- Prioritization

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# Assess-Analyze-Action

- ASSESS how you use your time now
- ANALYZE your data
- Create an ACTION plan to implement change

**TIME LOG**

DATE

TIME	ACTIVITY	PURPOSE / PROJECT					EFFECTIVE-NESS		
		ROUTINE	DATABASE	TRAINING	EXPAND TEAM	SALES CALL	High	Average	Low
		1	2	3	4	5	A	B	C
8:00 AM	↑ EMAIL	X						X	
8:10 AM		X						X	
8:20 AM	COFFEE BREAK								X
8:30 AM	↑ PREPARED SOFTWARE BUDGET		X				X		
8:40 AM			X				X		
8:50 AM				X			X		
9:00 AM	CALL FROM RAVI			X				X	
9:10 AM	DISCUSS RESUME W/JAY				X			X	
9:20 AM	DROVE TO BUILDING 'D'								X
9:30 AM	↑ STAFF MEETING	X							X
9:40 AM		X							X
9:50 AM		X							X
10:00 AM									



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# Time Takers

- Have to – Work, Family
- Should – Ex. Health and Wellness
- Want to – Vacations, Go out to eat
- GOALS – Long Term
- Time Wasters – know how to separate from want to



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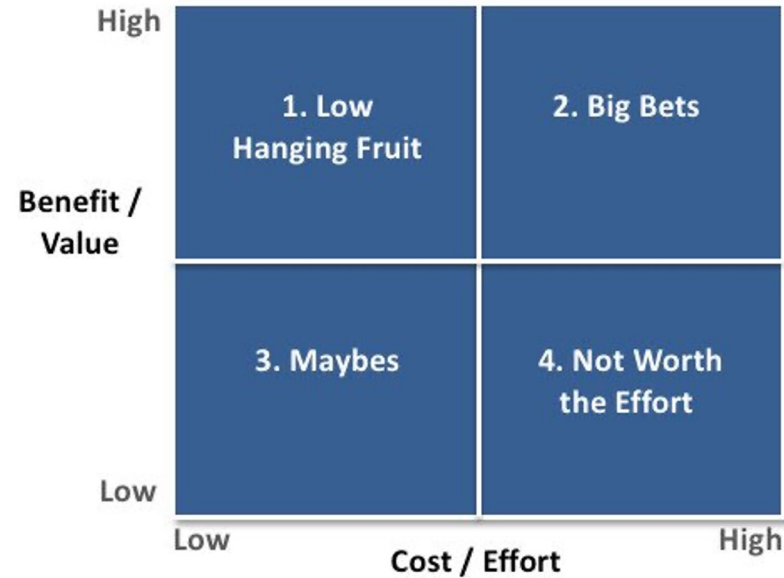
# Prioritization

	URGENT	NOT URGENT
IMPORTANT	<p>Quadrant #1 <b>"NECESSITY"</b></p> <p>Your Key Action: <b>"MANAGE"</b></p> <p><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Crises</li> <li>- Deadline-driven activities</li> <li>- Medical emergencies</li> <li>- Other "true" emergencies</li> <li>- Pressing problems.</li> <li>- Last minute preparations</li> </ul>	<p>Quadrant #2 <b>"QUALITY &amp; PERSONAL LEADERSHIP"</b></p> <p>Your Key Action: <b>"FOCUS"</b></p> <p><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Preparation and planning</li> <li>- Values clarification</li> <li>- Empowerment</li> <li>- Relationship-building</li> <li>- True recreation</li> </ul>
	<p>Quadrant #3 <b>"DECEPTION"</b></p> <p>Your Key Action: <b>"USE CAUTION or AVOID"</b></p> <p><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Meeting other people's priorities and expectations</li> <li>- Frequent interruptions:</li> <li>- Most emails, some calls</li> <li>- Urgency masquerading as importance</li> </ul>	<p>Quadrant #4 <b>"WASTE"</b></p> <p>Your Key Action: <b>"AVOID"</b></p> <p><b>Common Activities</b></p> <ul style="list-style-type: none"> <li>- Escapist activities</li> <li>- Mindless tv-watching</li> <li>- Busywork</li> <li>- Junk mail</li> <li>- Some emails</li> <li>- Some calls</li> </ul>
NOT IMPORTANT		

Adapted from Stephen Covey's "First Things First" - Covey Leadership Center, Inc. © 2003

## PRIORITIZATION MATRIX

STRATEGIC



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# Prioritization

## The Eisenhower Decision Matrix



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# Prioritization

- Why Am I Doing This?
- What Is the Goal?
- Why Will I Succeed at Doing It?
- What Will Happen If I Don't Do It?
- **What is the deadline?**
- **How long will it take?**
- **KNOW WHEN TO SAY NO!**



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# Delegation

- Trust In Your Team
- Show the "why"
- Give tools and resources to succeed
- Communicate clearly
- Learn to Let Go
- Empower and free up time...WIN WIN



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# Planning

- Scheduling
- To-Do Lists
- Time Blocking
- Short-term/long-term
- Be adaptable
- Taking time to reflect



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# Organization

- Calendar
- Action Items
- Physical
- Digital
- Thoughts



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# Toolbox for Process/Workflow

- Daily Plan
- To-Do List
- Calendar
- E-Mail
- Setup
- Apps
- Filing System
- “Stream of Consciousness” Notes



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# Technology as Friend...

- Simplification
- Communication
- Automation
- Collaboration
- Collection
- Retention



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# Technology as Foe...

- Always connected
- Expectations
- Encouraged multi-tasking
- SOCIAL MEDIA



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# Bridge the Technology Gap

- Technology Audit
- Technology Detox
- Time Savers vs Time Wasters
- Dedicated Time
- Technology As Servant, Not Master



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# Your E-Mail

- NOT YOUR DESKTOP
- NOT YOUR TO-DO LIST
- Dedicated time per day (not more than 30 minutes/at a time)
- MULTIPLE INBOXES => WORKFLOW
- Become a Searcher



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# Barriers

- Too much
- Inability to use the CORE FOUR
- Procrastination
- Unknown and unforeseen
- Misuse of downtime



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# Our Workflow(s)

What do we do?



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# Relevant (GOOD) Resources

- [Randy Pausch, Time Management](#)
- Getting Things Done, David Allen
- The Power of Habit, Charles Duhigg
- The Checklist Manifesto, Atul Gawande
- The 7 Habits of Highly Effective People, Stephen Covey
- Deep Work, Cal Newport



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# Questions and Answers

*We thank you for your time!*



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# Presenters:

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