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Time Management for Maintenance Professionals

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Time Management for Maintenance Professionals



MANAGEMENT



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- Certified Property Manager
- Certified Safety Manager & National Safety Instructor
- Certified Safety & Health Compliance Officer
- Master Facility Executive
- National Affordable Housing Professional - Executive
- Certified Green Property Management Professional
- Licensed Construction Supervisor
- Mentor, Coach and Advisor

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Webinar Overview

Time! There just isn't enough of it.
Or is there?


In this session, we are going to explore the reasons that you run out of time or cannot get to everything because there isn't enough time, or why you must sacrifice your time to get to projects at work. There is a solution!

We just need to examine how you currently manage your time.

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Learning Objectives

- Overcome procrastination
- Organize your workspace
- Delegate more efficiently
- Plan and prioritize
- Follow-up effectively



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Learning Outcomes

- How to plan and prioritize your daily, weekly, monthly, quarterly and annual tasks.
- How to become more efficient and productive.
- How to overcome procrastination quickly and easily.
- How to delegate more efficiently.
- How to manage ad-hoc projects and tasks given to you that could interrupt your newly found peace of mind.

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Introduction

Here is where it all begins...



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Getting Started

- ▶ Time management most often begins with setting your goals, professional and personal.
- ▶ This process will result in a task list or calendar of your activities.
- ▶ The process is supported by skillsets that should include, your personal and professional motivation, critical thinking, effective delegation and organizational skills, and even occasionally crisis management.

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Setting SMART Goals

Goal setting can be used in every area of your life. Setting goals puts you ahead of the pack! Some people blame everything that goes wrong in their life on something or someone else.

Successful people dedicate themselves towards taking responsibility for their lives, no matter what the unforeseen or uncontrollable events.

The bad news is that time flies. The good news is that you, are the pilot.
Michael Altshuler

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Doing things the SMART Way

- Specific
- Measurable
- Achievable
- Relevant
- Time-Bound

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Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

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Use the Three P's

P

- Positive
- Personal
- Possible

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POSITIVE

➤ Who could get inspired with a mundane lackluster goal like "I need to do my job better?"

➤ Goals should be phrased positively, so that they help you feel good about yourself and what you are trying to accomplish.

➤ How about - "I need to enroll in a class so that I can learn and master new skills that will allow me to do my job more effectively."

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PERSONAL

➤ Goals are not just about work, they are personal too, and must reflect your own dreams and desires.

➤ When crafting your goal statement, always use the word "I" in the sentence to brand it as your own.

➤ When your goals are made personal, you'll become better motivated to succeed. "I am going to get better organized so that I can spend more time with my family and friends."

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POSSIBLE

➤ When setting goals, make sure they are possible so you can keep them within your control.


➤ Keep them more realistic, ensuring that the path is achievable.

➤ Continue to define, align and realign your skills so that you can continue to move ahead.

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Prioritizing Your Goals

- Invest your mental focus on one goal at a time.
- Choose a goal that will have the greatest impact.
- Be willing to sacrifice a little to achieve your goals.



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Visualization

- Create a vision board
- Emotionalize your goal
- List all of the benefits
- Watch goals materialize
- Appreciate the results

Photo Credit Next Page: James Himm Mitchell

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Prioritizing Your Time

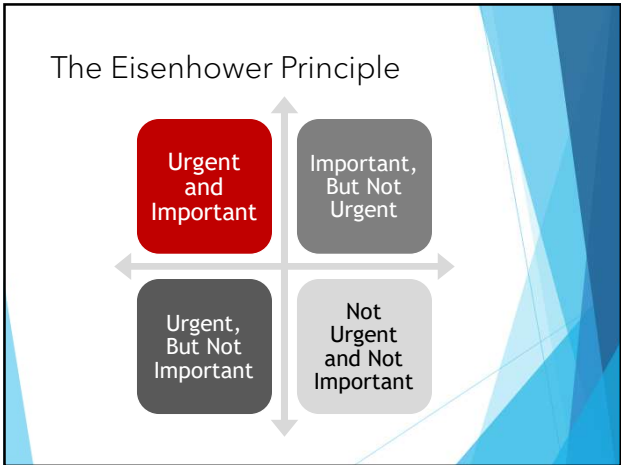
Time management is about more than just managing our time; it is about managing ourselves in relation to time.

It means being willing to experiment with different methods and ideas to enable you to find the best way to make maximum use of time.

What is important is seldom urgent and what is urgent is seldom important.

Dwight D. Eisenhower

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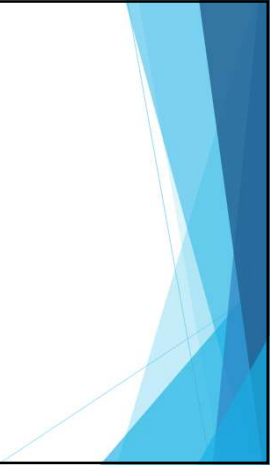


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Pareto's Principle:
The 80/20 Rule

80% - - - > Results

20% - - - > Actions



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Planning Wisely

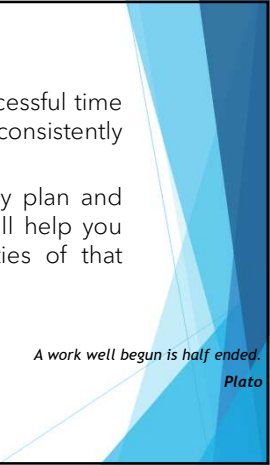
The hallmark of utilizing successful time management practices is consistently being productive each day.

Having and following a daily plan and committing to it can and will help you stay focused on the priorities of that particular day.

Use technology to its fullest.

A work well begun is half ended.

Plato



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Which person are you?

Jack

8:00 Arrive for work

8:10 Reviewing daily tasks

8:15 Meet with team -daily assignments

8:30 Police the property

9:00 Put out dumpsters

9:30 Bring in dumpsters

10:00 Begin turnover #421

12:00 Lunch (1/2-hour)

12:30 Resume T/O - #421

2:00 Online safety training webinar with HR (one-hour)

3:00 Resume T/O - #421

4:15 Close-out daily tasks

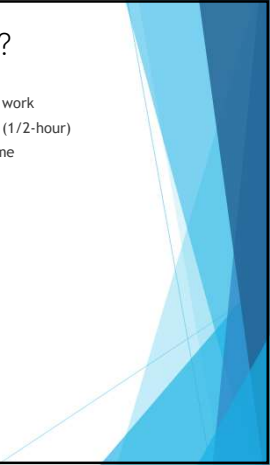
4:30 End of day

Pete

8:00 Get to work

12:00 Lunch (1/2-hour)


4:30 Go home



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The Glass Jar Experiment: Rocks, Pebbles, Sand, and Water


- Rocks
- Pebbles
- Sand
- Water



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Maximize the Power of Your Productivity

- Plan the next day the night before.
- Keep your schedule up-to-date.
- Remove any tasks that have been postponed three times.
- Focus on regular improvement.



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Tackling Procrastination

Procrastination Paralysis: Delaying a task, or tasks that have high priorities. Your continued success will depend on your ability to overcome procrastination and tackle the most important tasks.

I am a great believer in luck, and I find the harder I work, the more I have of it.

Thomas Jefferson

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Chunk, Block, and Tackle

- Break down projects or tasks into manageable **chunks**
- **Block** off time to work on them
- Then **tackle** it with a single -minded focus

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Ready, Fire, Aim!

No...that's not a misprint.

- Do not over plan
- Just take action
- Adjust your aim



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Why We Procrastinate

No clear deadline

Inadequate resources

Where to begin?

Feel overwhelmed

Lack of passion

Fear of failure

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Best Ways to Overcome Procrastination

- Delete
- Delegate
- Do it
- Ask for advice
- Chop it up
- Follow the 15-minute rule
- Clear deadline
- Remove distractions
- Reward Yourself

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Delegating Made Easy

If you work on your own, there's only so much you can get done, no matter how hard you work.

One of the most common ways of overcoming this limitation is to learn how to delegate your work to other people.

At first sight, delegation can feel like more hassle than it's worth. By delegating effectively, you can hugely expand the amount of work that you can deliver.

"If you delegate tasks, you create followers. If you delegate authority, you create leaders."

Craig Groeschel

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When to Delegate

- An opportunity for growth of another person's skills
- Reoccurring tasks
- Non-critical tasks



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Eat That Frog!


Your frog is the task that will have the greatest impact on achieving your goals and the task that you are most likely to procrastinate starting.



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Managing Workflow “STING”

Select one task to do at a time
Time yourself
Ignore everything else
No breaks or interruptions
Give yourself a reward



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Organizing Your Workspace

In order to effectively manage your time and to be productive each day, you must create an appropriate environment.

By eliminating clutter, setting up an effective filing system, gathering essential tools, and managing workflow, you will be well on your way to creative an effective workspace.

The only thing “even” in this world is the number of hours in a day. The difference in winning or losing, is what you do with those hours.

Woody Hayes

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