

L.E.A.D

Leadership.

Excellence.

Action.

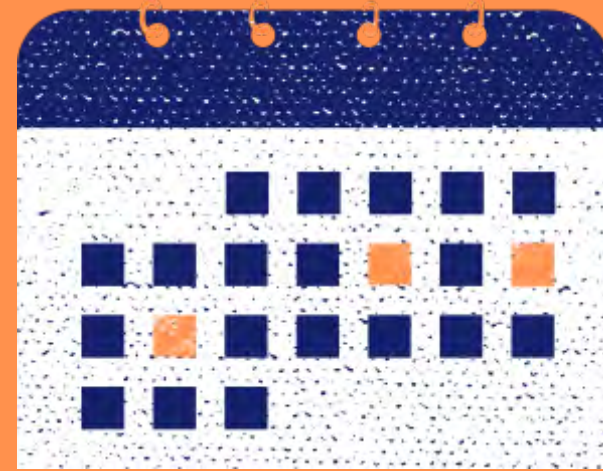
Development.



Illinois
Department of Commerce
& Economic Opportunity



Illinois Center for Specialized Professional Support,
Illinois State University, College of Education



Manage Your Calendar

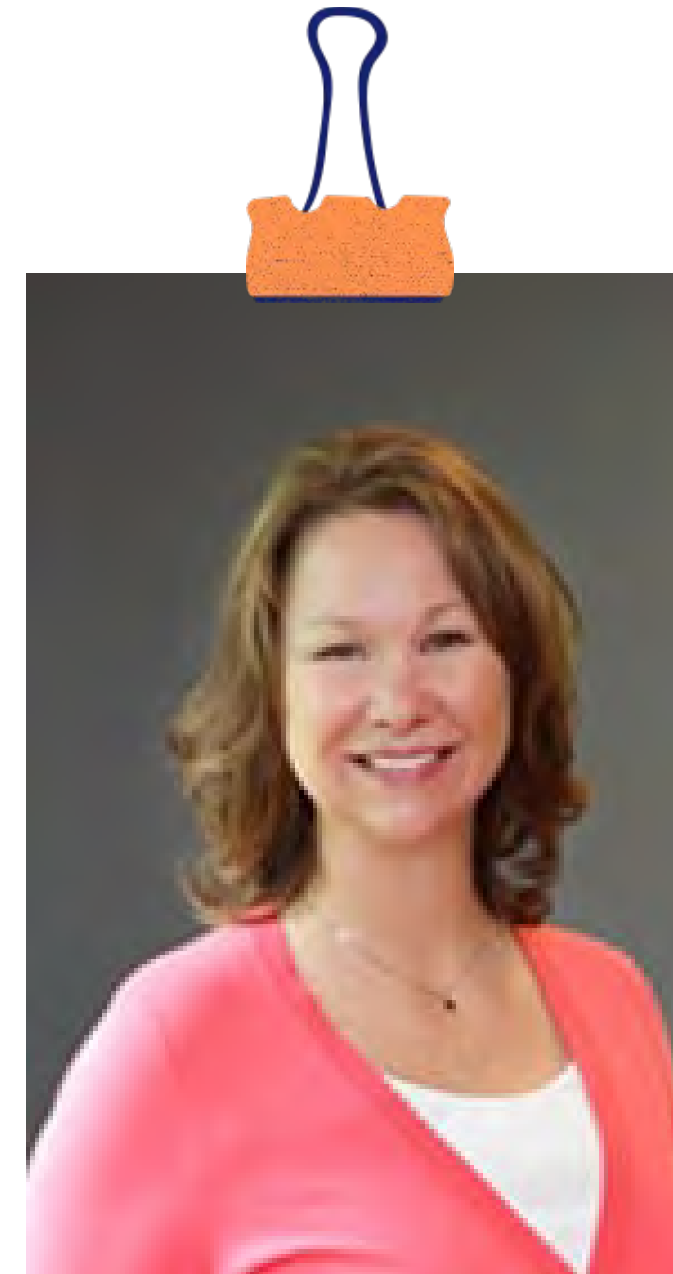
LIKE A BOSS

Date: 3/19/21

Presented By

Aime'e Julian, PhD

- Director
- Illinois Center for Specialized Professional Support



icsps impacting
educational
equity

Presented By

Molly Cook

- Workforce Research Coordinator - ICSPS
- BS in Sociology and Theology – Aquinas College
- MS in Sociology – Illinois State University
- Background in non-profit development, economic development and homelessness



Upcoming

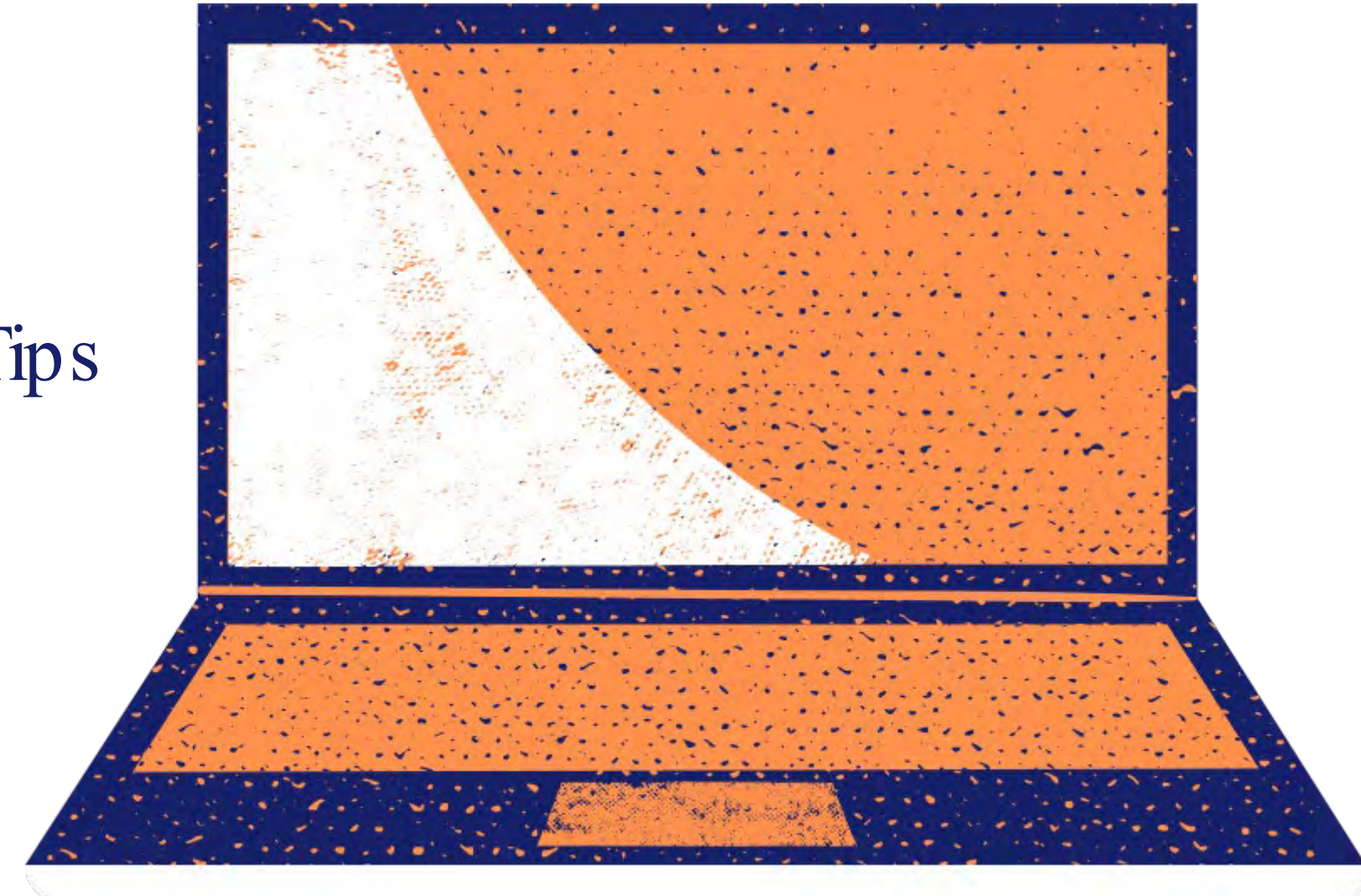


May 21, 2021

9-10am

Listen to Understand and Solution-Creation: Tips
for Active Listening and Problem-Solving

[Sign up here.](#)



Agenda



Time Management Strategies



The art of say NO



Resources



- All attendees currently muted.
- Please 'introduce' yourself by typing your name in the chat box
- Engage and **PARTICIPATE!**

Poll



How many of you have attended two meetings at once since the you have been working from home?

Show of hands!



How many of you have a meeting ending at 10:00 am and a meeting starting at 10:00 am – at least 5 times a week?

Chat



How many of you skip lunch because you are in a meeting?

Time Management Strategies

1. Don't Multitask

If your attention is spread across multiple tasks, it's being spread too thin.

2. Optimize time for the day

Tracking your time is one of the best (if not THE best) ways to live your most productive life. Time tracking allows you to log what you are working on and when, which is an excellent way to stay organized and plan your schedule

Time Management Strategies

3. Make To-Do Lists & Use Planners

4. Measure Your Progress, Successes and Failures

5. Don't Neglect Sleep

We NEED our sleep. Without it, we hit walls. Our bodies become unforgiving with age, and you WILL burnout. Maybe not right away, but it will happen at some point.

Time Management Strategies

6. Put Away Your Distractions...

PUT AWAY YOUR DAMN PHONE! We are all so guilty of getting lost in our smartphones. They are black holes; soul-sucking devices that do nothing but rob us of our time for no reward.

7. Create Deadlines & Establish Goals

Accountabilabuddy!

Get Your Calendar In Order!

- If it's not written in my calendar, it's not happening. Get in the habit of blocking time on your calendar for strategy, creative, budgets in the same way you block time on your calendar for meetings and calls.

Manage Your Calendar **LIKE A BOSS!**

- Create a Routine
- Schedule your calendar like a to-do-list.
- Plan But Be Flexible
- Invest In Face Time With Your Direct Reports/Your Team
- Be Aggressively Intentional About Your Personal Time
- Eat the FROG!
- Plan your family time
- Set an intention to bring the engery

*“When you say “yes” to others,
make sure you are not saying “no”
to yourself.*

- Paulo Coelho

Learn the art of saying no.

Don't lie.

Don't make excuses.

Don't over-explain yourself.

Just simply decline.

Chat



Are you comfortable saying no?

Ways To Say No

1. The indirect “no”

2. The “Let me get back to you.”

3. The conditional “Yes.”

4. The direct “No.”

The art of saying no.



Find your yes



Sleep on it



Sandwich the no between two yeses



Make sure you really actually say no



Illinois Center for Specialized Professional Support,
Illinois State University, College of Education

Manage Your Calendar **LIKE A BOSS!**

- Create a Routine
- Schedule your calendar like a to-do-list.
- Plan But Be Flexible
- Invest In Face Time With Your Direct Reports/Your Team
- Be Aggressively Intentional About Your Personal Time
- Eat the FROG!
- Plan your family time
- Set an intention to bring the engery



Questions?