

Administrative Efficiency

Tools to increase
efficiency and decrease
stress

Or maybe....






Objectives of this Session

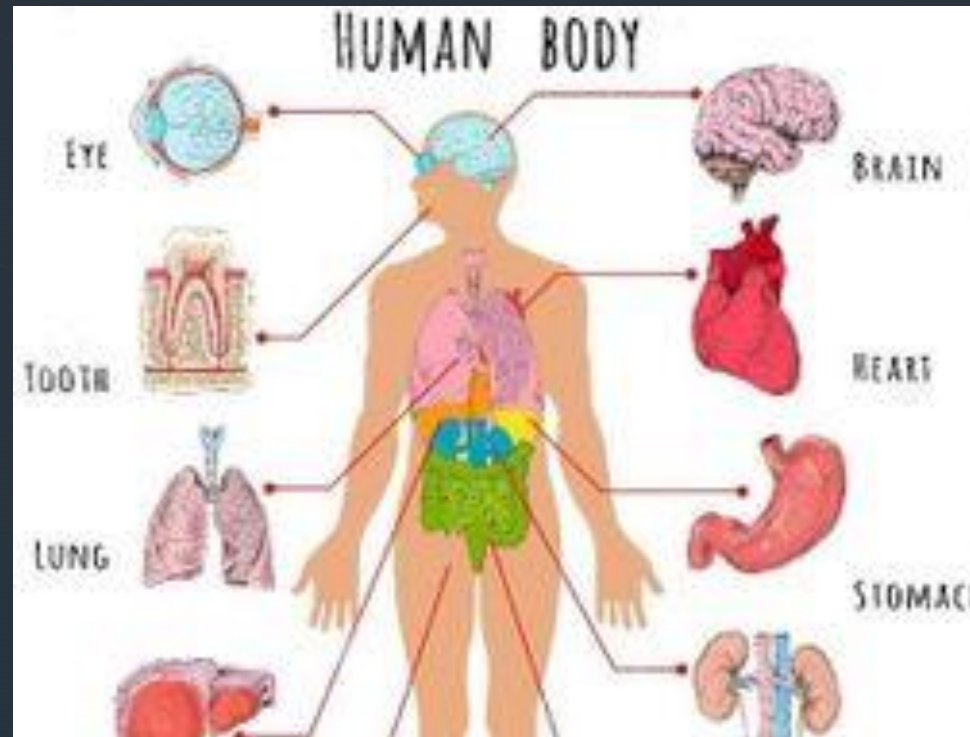
1. To share information about how your body handles information, work and stress.
2. To remind ourselves of the professional consequences related to poor task management, organization, and communication.
3. To consider the differences between a maker's schedule to a manager's schedule.
4. To provide each of you time and space today to think about what you are doing well and maybe not doing so well in your work and life.
5. To give you at least one take-away that you can apply to your own life and work.




What's on your mind?



What we know about the impact of stress on your body.





You cannot fulfill your promises or your institution's mission in this compromised state.

Drake Law School prepares graduates to promote justice, serve their communities, and uphold the ideals of ethics and professionalism.

We cultivate critical thinking and professional skills, provide opportunities to acquire global perspectives, and engage in public service.

We foster an exceptional learning environment in a welcoming and inclusive community distinguished by accessible and accomplished faculty and staff and a collegial student body.

What happens if you don't get control

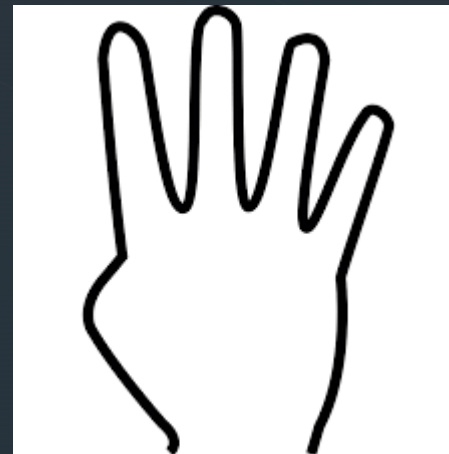
- You feel less engaged
- You leave your institution
- Damage your work relationships
- Damage your personal relationships
- Health is compromised



Your Task System



What we know about how your brain handles tasks.

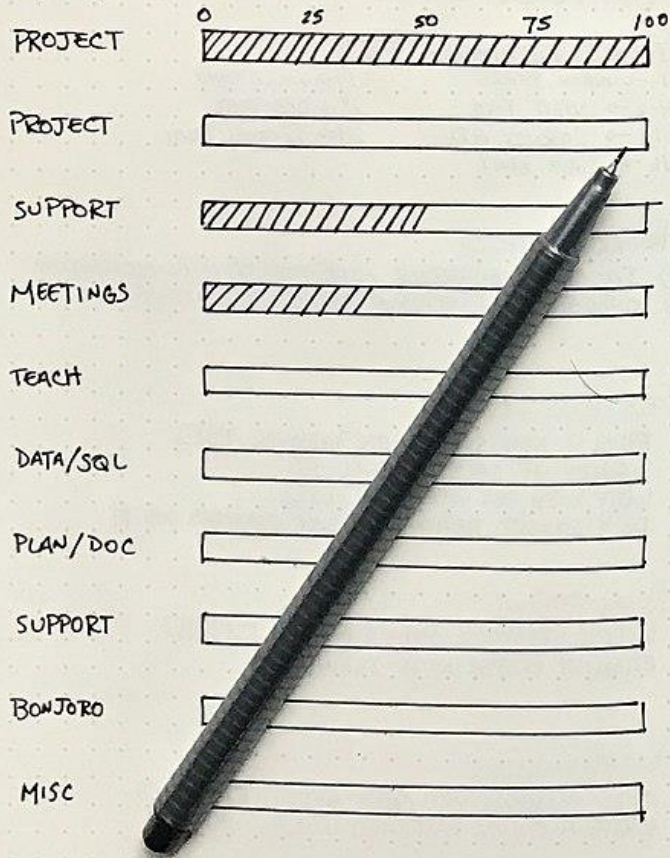


“Capture Tool”

- To-Do List (Paper and Pen or Electronic)
 - By day or week
 - Must do/would like to do
- Calendar
- Bullet Journal
- Email
- Todoist, Assistant Technologies

Getting Things Done: the art of stress-free productivity by David Allen

10 BLOCKS



MONDAY

10:00 NEWBILL UPDATE
11:00 TEAM MEETING
1:00 QUEUE SPRINT
2:00 NEWBILL MEETING

TUESDAY

10:30 ENGINEERING
2:00 WORKSHOP
3:30 BARRETT

WEDNESDAY

1:00 QUEUE SPRINT
2:00 FB LIVE
4:00 NASHVILLE MLS!

THURSDAY

10:45 SUCCESS MEETING
1:00 WORKSHOP
2:30 PICKUP CANAAN

FRIDAY

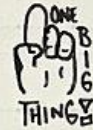
10:00 BOOK CLUB
11:00 STEVEN
1:00 QUEUE SPRINT
5:00 REVIEW WEEK

TOP TASKS

X UPDATE MA
X CHURN NUMBERS
> NEW BILLING STEPS
X TEAM UPDATE

> NEW BILLING STEPS
• WORKSHOP TEMPLATES
• BONJOROS

• NEW LIVE VIDEOS
• 2018 ONBOARD GOALS
• DOCUMENT PROGRESS



Today's Presentation: A Case Study

To do:

~~Presentation~~

Try Again....

Use a S.M.A.R.T.er to do list

Specific: Update my CLE Ethics Presentation to present to The Way Up on 11.8.2019. (Written To Do List)

Measurable: Complete Power Point. Run through. Show up for session.

Achievable: Is there enough research out there for this audience?

Realistic: Printed articles to read, borrow the book Dean Anderson suggested, block off time on my calendar. (Also on my To Do List)

Timeline: This is registration season so I will need to block off blocks of time to finish the presentation(Calendar)

Smarter, Faster Better, Charles Duhigg

A Glimpse at my To Do List

- Print Articles
- Read Articles while waiting for appointments
- Borrow David Allen Book (read before October 15)
- Finish Power Point (Monday)
- Run through (Thursday)

Let's practice. Take one of the items on your list and be S.M.A.R.T.

Alignment (Why am I doing this?)

- Is this part of my job description?
- Does it help to achieve a project/semester/year goal?
- Does it light my fire?

If it doesn't do one of the above, why am I doing it?

If it does meet one of the above, is it compatible with my personal obligations and interests?

Do I really need to be the person that
does this?

	Urgent	Not Urgent
Important	Do Immediately	Put on list for later
Not Important	Delegate	Remove all together

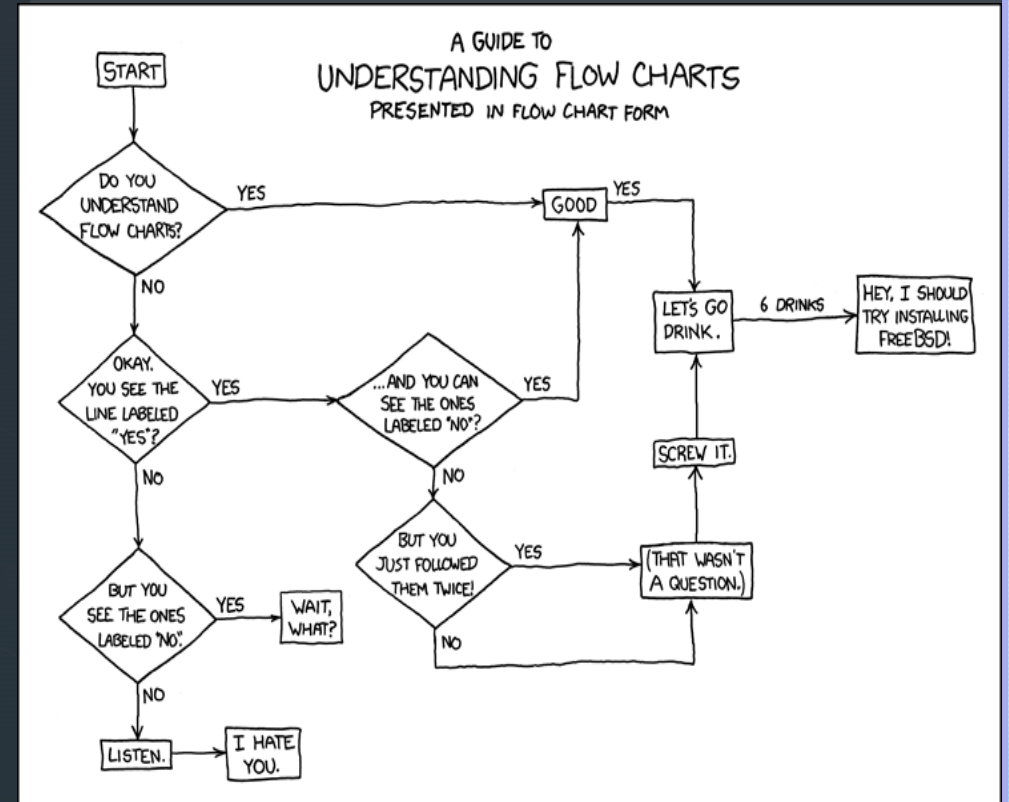
Beyond the Capture Tool



Forget this, I'm moving here



Flow Charts



Naming Conventions

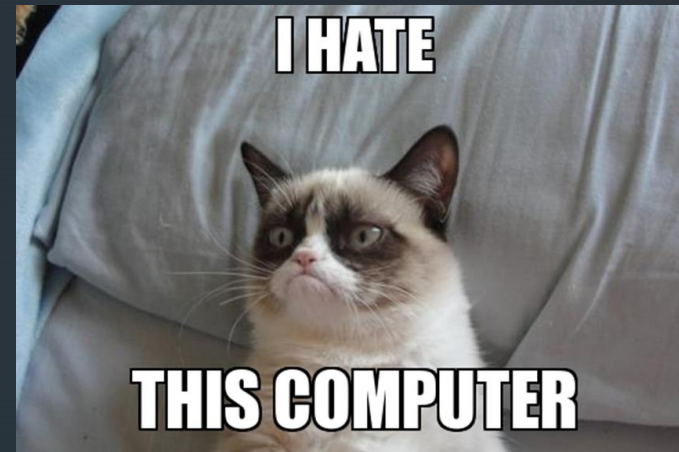
Drive/Student/Matter/Subfolders

Drive/studentname.documentname.date

Communication

Meeting Follow-up

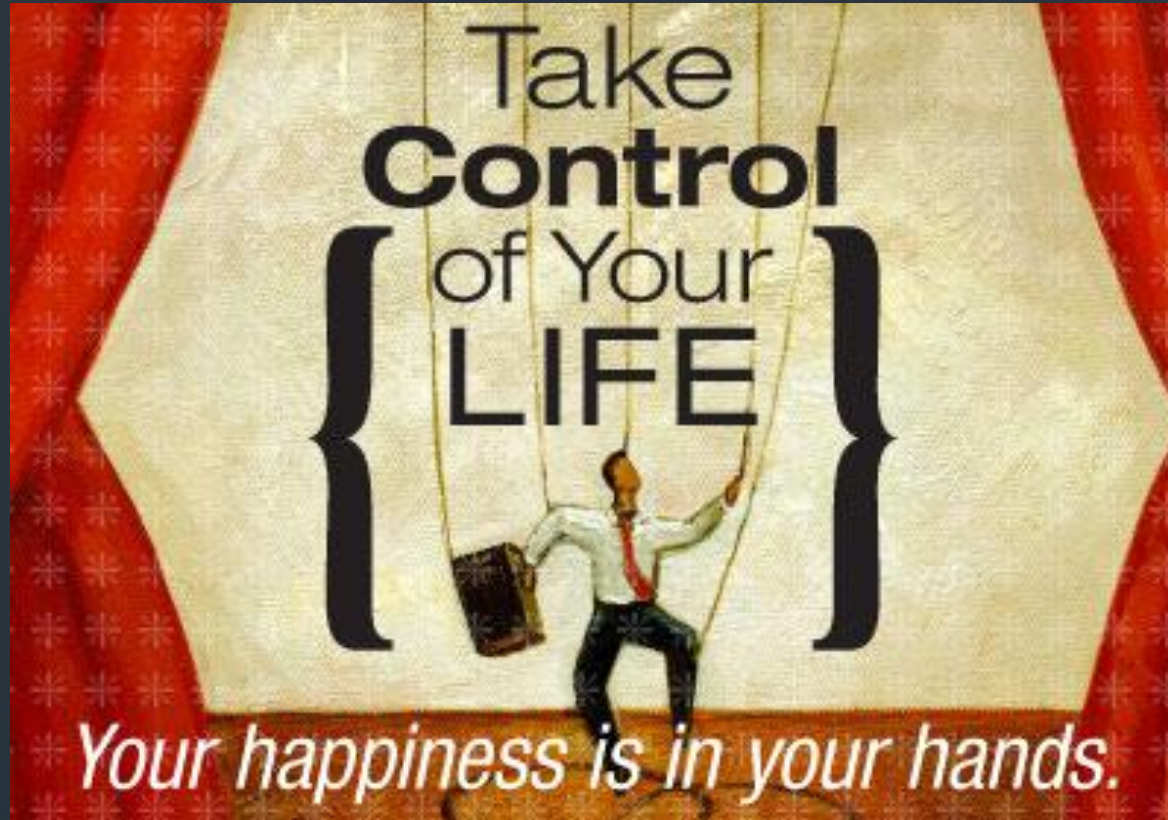
- Thank you for meeting with me
- This is what I decided and **why** (Policy? Student handbook? Practice?)
- This is what I committed **to do** for you/This is what you committed to do
 - Pro tip: add this to do to your capture tool
- This is our plan of action moving forward
 - Schedule next appointment/meeting if necessary



Your Day



Your Calendar



Managers vs Makers Schedule



	Monday	Tuesday	Wednesday	Thursday	Friday
5:00:00 AM	Gym	Gym	Gym	Gym	Gym
6:00:00 AM					
7:00:00 AM	Kids to daycare				
8:00:00 AM	Email and Team Huddle	Email	Email	Email	Email
9:00:00 AM	Email	Email	Focused Work	Email	Focused Work
10:00:00 AM	Student Meetings		Focused Work		Focused Work
11:00:00 AM	Student Meetings		Focused Work		Focused Work
12:00:00 PM	Student meeting wrap up, Email (30 min)	Email (30 min), Walk	Email (30 min), Walk	Everybody Wins! Iowa	Email (30 min)
1:00:00 PM			Student Meetings		
2:00:00 PM	CAAD/University Committee Time		Student Meetings	Faculty Meeting	Prepare for the week ahead
3:00:00 PM	CAAD/University Committee Time	Curriculum Meeting	Student Meetings	Faculty Meeting	Prepare for the week ahead
4:00:00 PM	Email, Return Calls, Organize Files, To do	Email, Return Calls, Organize Files, To do	Student meeting wrap up, Email, Return Calls, Organize Files, To Do	Email, Return Calls, Organize Files	Date Time
5:00:00 PM	Daycare pick up	Daycare pick up	Girl's Night or Work Late	Daycare pick up	Daycare pick up



Is this another inbox zero talk?
If so, I'm not interested.



Speaking of Technology....



Controlling the Power of Technology

- **Choice and intention** of technology use that connects to your **values**.
- Let the tech work for you by **Optimizing the tools you use**.
- Come to terms with your **FOMO**, but let it go.

Your Life



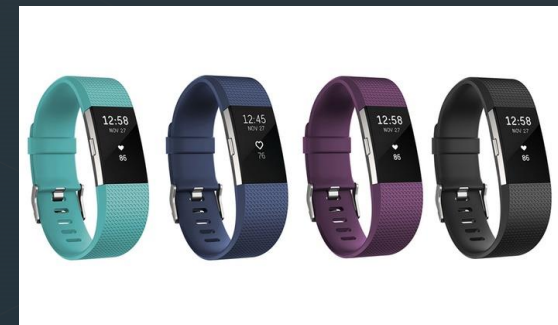
Coordinate with the people in your life



Capsule Wardrobe



Health and Stress Management





Thank you!

Erin E. Lee Schneider
Erin.Schneider@drake.edu