

# INCITE.

Service Training – Organizing & Prioritizing

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**Purpose:** Improve productivity on our team by maximizing strategies such as organizing and prioritizing.

**Preparation:** Have individuals complete the Time Maximization Tool #1 – identifying Time Wasters & Time Maximizers.

**Facilitator:** Begin the session by stating the name and purpose of the session. Read the following:

We live in a “Busy” world where there never seems to be enough hours in the day. The one thing we cannot change is the number of hours in a day, however, what we can change is what we get accomplished in those hours.

Go around the room and have the group give feedback on their learning from their preparation work. Our goal here is to help them minimize or eliminate the time wasters and maximize their time in areas that bring value to their role, the organization, but ultimately the client.



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**Facilitator to Read:** People are successful today because they are masterful at maximizing their time. They have learned that squandering productive time eats away at high-level success and productivity. Time maximization is not about being a slave to the clock or calendar, it is about mental toughness.

Some Strategies to consider:

1. Strengthen your Accountability Muscle – commit to full accountability every day. No matter what comes up, follow through with your priorities
2. Set Short-Term Goals – the more successful one wants to be, the smaller the unit of time we must think in. Long-term goals can be the enemy of goal achievement. We do not have the same sense of urgency for a long-term goal so we need to break them down into smaller goals. If you have a backlog goal for Friday, don't wait until Thursday to start working on it
3. Attack Open Spaces – whenever 10 minutes becomes free, ask yourself what can I get done in the next 10 minutes. You would be surprised the extra items you can get done in 5 or 10 minutes

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4. Trim the Excess – we waste a lot of time during the day. You have already started identifying some of those time wasters. Continue to identify these time wasters over the next few weeks. You will be amazed at how much time you can gain and be more productive
5. Prioritize your Priorities – prioritize your “Must Do” lists every day. Focus on, commit to and finish the urgent priorities every day

**Exercise:** Hand-out Time Maximization Tool #2. The purpose of the tool is to identify their Have To's (vital items) vs. Want To's (be nice if I can get them done). It also allows you to prioritize your Have To's on a daily basis.

Have them think about yesterday or their last normal day at work and fill out a few lines. They will be able to prioritize their Have To items based on where these items brings value. If all boxes are checked (bring value to role, client & organization) it is probably a priority. If brings value to the client, it is probably a priority.

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## In Closing

Mental toughness is one's ability to focus on and execute solutions especially in the face of adversity. People set goals for the New Year without any plan for how to accomplish them. My challenge to you is to make "Time Maximization" your goal in 2016.