TIME MANAGEMENT FOR LIBRARY SUPERVISORS

PRESENTED BY SANDRA CAUSEY
DIRECTOR-OLDHAM COUNTY PUBLIC LIBRARY

OLDHAM COUNTY PUBLIC
LIBRARY

By implementing some of the following techniques:

- Potential to save hours of work time that is focused on activities that could be reevaluated

- Reduced stress over losing or missing an important email

- Peace of mind that if you are not there, systems are in place to make sure nothing gets forgotten—everything runs itself

- Clean, tidy space that is praised by staff and patrons

- Optimization of your time/ your staff's time

- Lower stress in general

- Time for bigger ideas and projects

- Happier staff & managers

SUCCESS!

- Multitasking
- Your to-do list is in your head
- You don't have a built in system of checks and balances
- You don't give yourself enough time to manage
- You don't delegate
- Your physical space is not organized
- You have multiple systems without pointers or checkpoints

COMMON TIME MANAGEMENT MISTAKES

Ask yourself these questions:

- How do you keep up with staff performance?
- How do you keep up with maintenance issues?
- How do you keep up with goal setting?
- How do you capture long term ideas?
- How do you keep up with repetitive tasks?
- How do you follow up on communication, projects, and deadlines (yours and your staff)?
- How do you track what your patrons are saying?
- How do you identify problems and fix them?

MANAGING YOURSELF
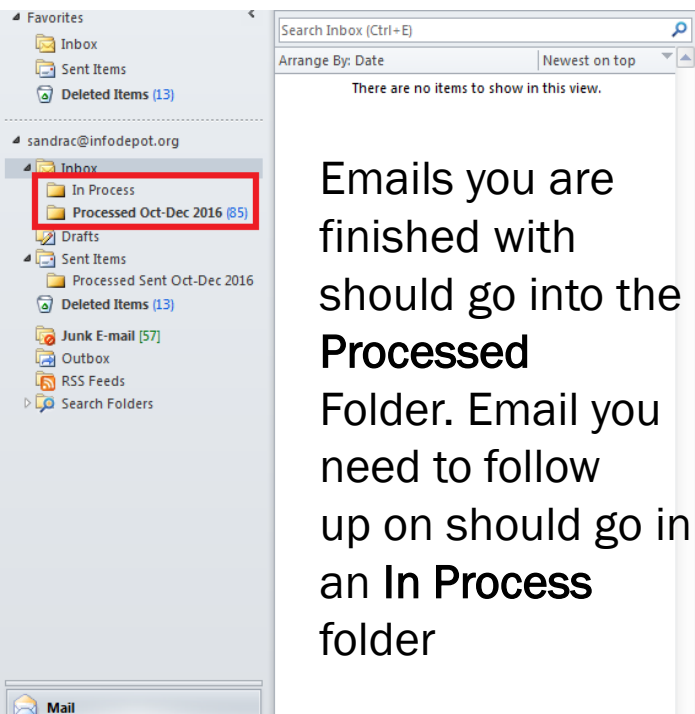
Emails you are finished with should go into the **Processed** Folder. Email you need to follow up on should go in an **In Process** folder

Repetitive tasks should be programmed into your calendar so they pop up as a reminder

You can also use this as a back up for urgent meetings and tasks

Color coding by weekly, monthly, annually, and urgent can be helpful as well
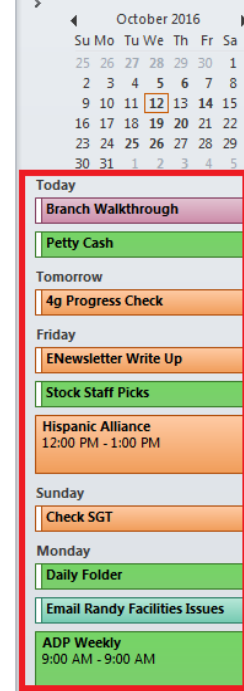
First thing each day: Empty your inbox
As needed, Auto Archive or Export

MANAGING EMAIL

- Daily: check a daily folder that has work log, to do lists, maintenance list, etc

- Build in a thorough walkthrough of the property every month and a smaller walkthrough weekly

- Build in short meetings with every staff member every three months

- You can build in anything that you feel is important to repeat: following up on maintenance issues, looking at your Master To Do List, etc.
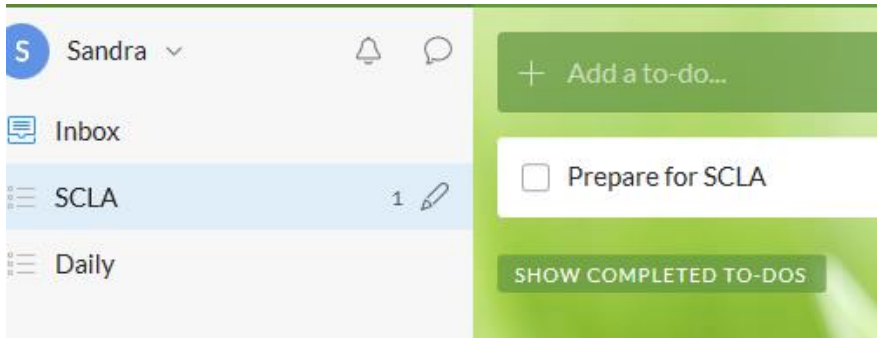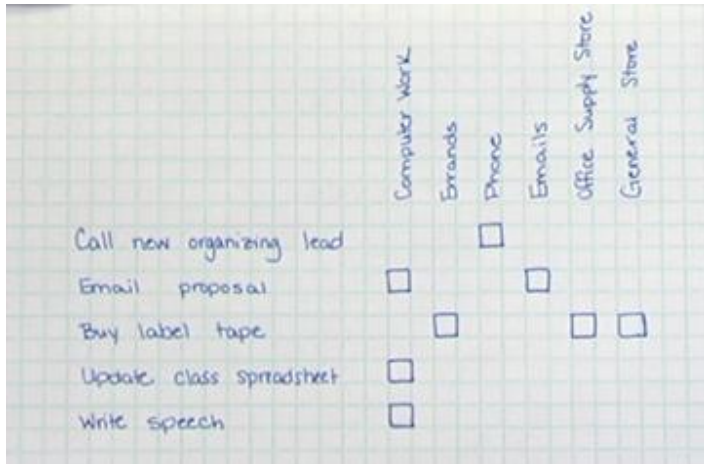
5	6	7	8	9
Inbox Processing	Budget Review	In Process	Sandra in by 1	Back Up Files
Time Clock Approval	Send Board Agenda	Info for Staff Newsletter	6:30pm Board Meeting	Check Projects Tab
3pm Meeting Jim Urban	9am Camden Station Elementary	10am Meeting w/ Patty		Maintenance List
	12pm Rotary	1pm Meeting with James		10am Bethany meeting
	2pm Meeting Shannon	2pm Mary Meeting		1pm Meeting with Graham @ Ma
12	13	14	15	16
Inbox Processing	Budget Review	In Process	2pm Admin Meeting	Back Up Files
Visit LFPL South Central Regional	11am Meeting Lisa (KCIW-call)	Info for Staff Newsletter		Check Projects Tab
3pm Meeting Jim Urban	12pm Rotary	10am Meeting w/ Patty		Maintenance List
		2pm Mary Meeting		10am Bethany meeting
				11am Meeting with Vicki N.

October 2016   Search Calendar (Ctrl+E)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/25 - 30	Sep 25	26 — Daily Folder — 9:00am ADP Weekly	27 — Back Up Documents — 9:30am 2:30pm Public Service	28 — Check building lights — Petty Cash — 1:00pm 3:00pm Processing	29	30 — Stock Staff Picks	Oct 1 — Archive Email — Comments Log/Liability Waive — Monthly Report
10/2 - 7	2	3 — Daily Folder — 9:00am ADP Weekly	4	5 — 1:00pm 3:00pm Processing	6 — Update Receipt Tape — 11:00am 11:30am Annual Evalu	7 — Donate Friends $$ to Program — Stock Staff Picks — Training/RTP	8
10/9 - 14	9	10 — Daily Folder — Marketing/Newsletter Due — 9:00am ADP Weekly	11 — Back Up Documents — Check HealthGram	12 — Branch Walkthrough — Petty Cash — 1:00pm 3:00pm Processing	13 — 4g Progress Check	14 — ENewsletter Write Up — Stock Staff Picks — 12:00pm 1:00pm Hispanic Allia	15
10/16 - 21	16 — Check SGT	17 — Daily Folder — Email Randy Facilities Issues — 9:00am ADP Weekly	18 — Quarterly Out of House Trainin	19 — 1:00pm 3:00pm Processing	20 — 10:00am 10:30am Staff Schedul — 2:00pm 4:00pm Staff Meetin — 4:00pm 5:00pm 6 Month Eval	21 — Stock Staff Picks	22 — Report/Book Review Reminder
10/23 - 28	23	24 — Daily Folder — 9:00am ADP Weekly	25 — Back Up Documents — SCPL Monks Article Due — 9:30am 2:30pm Public Service	26 — Petty Cash — 9:30am 10:00am Change the p — 1:00pm 3:00pm Processing	27 — Desk Schedule — To Do List Update	28 — Stock Staff Picks	29
10/30 - 11/4	30	31 — Daily Folder — Email Randy Facilities Issues — 9:00am ADP Weekly	Nov 1 — Comments Log/Liability Waive — Monthly Report	2 — 1:00pm 3:00pm Processing	3 — 8:00am 8:30am Check inside	4 — Stock Staff Picks — Training/RTP	5 — Click to add event

BUILDING IN CHECKPOINTS ON YOUR CALENDAR

TO DO LISTS

Batching
Notebooks
Word Documents
Apps
Excel Workbook

Apps:
Wunderlist
Evernote
Trello
Workflowy
Google Drive

	26-Oct	27-Oct
	Master schedule updated for Supervisor	Capital Requests
	Program observation	Clerk shadow follow up
	Oakbrook training-research databases	Schedule projects
	SCLA Presentation Prep	Check 4G To Do
	Music for puppet show	Comments Log
	Cover Boiling Springs	B/U files
	Maintenance List	Go back over removed 4G ideas to complete
	Made story time bookmarks	Schedule Program Observations
	Process Inbox	Compile clerk duties and posted
	File	Clerk training/shadowing scheduling
	Email to staff about donations	Email about Space 2017
	Set messages on phone	Update desk schedule stations
		Emailed Finance about Demco order update
		Sent Assistant program observation notes
		SCLA Presentation Prep
	Open/3 hrs on desk	Open/out at 12

00-Master Task List 2016

	A
1	Master Task List
2	Shift Fiction
3	Shift Nonfiction
4	Finish Closets
5	Closing announcement
6	Key box
7	Better sign staff parking
8	Study Room Walls
9	Keurig
10	Evaluate A/V area
11	Evaluate signs
12	CD Genre Signs
13	Safe
14	Program Observations
15	Create spreadsheet 2017
16	Checklist for new staff

Date	Issue	Notes	Initial Contact	Follow up date	Follow Up
10/11/2016	Light cord missing from table	Ordering new ones	9/20/2016	11/15/2016	

Jan / Feb / Mar / Apr / May / Jun / Jul / Aug / Sep / Oct / Nov / Dec / 4Gs To Do / **Fac-Urgent** / Fac-Other / Ideas / Deadlines

Using a Daily Log as a Daily To Do List

- You can move items that are incomplete to the next day

- You can add tasks on any upcoming date

- Highlight tasks that are complete

- It also helps you look back and see what's been accomplished

- Track your hours on desk vs. in office, or anything else

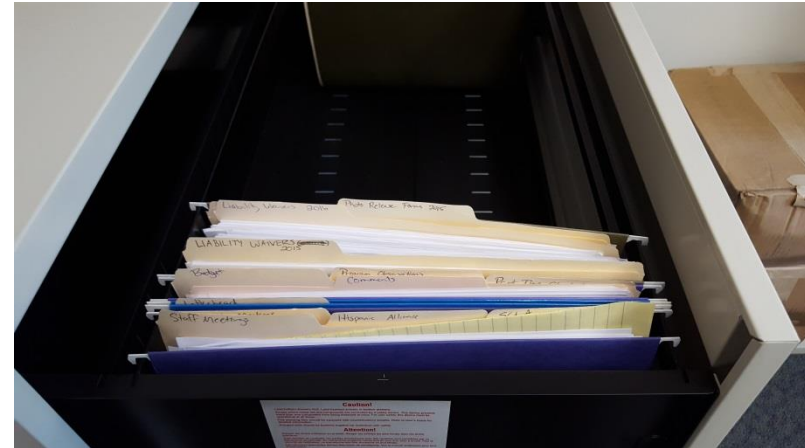# TO DO LISTS

Do you really need it?

- Is there another copy somewhere in the system?
- How long do you need to keep the physical copy?
- Physical or digital?

Tracking—think about how to solve a problem

- Comments Log
- Build in an annual processing of long term filing
- Backing up your information
- Managing statistics and other information
- Records Retention

One stop shop

- Everyone/Public Folder
- Google Drive/Online File Sharing Service
- Intranet

RECORD KEEPING

- Staff schedules vs. Programming Schedules

- Firm rules about how the schedule works—stick to them with appropriate exceptions

- Consider a desk schedule, even for a small department/branch

- If you can track it and it isn't too much extra trouble—do it!

MANAGING SCHEDULES/CALENDARS

DESK SCHEDULE EXAMPLES

Mon 11/7	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
Harry	Exhibit	Desk	Desk	Desk	Lunch	Eval/Mtg	Mtg						
Hermione	Open	D/T	Circ 2	Side	Lunch	Side	Duties	Side	Circ 1				
Ron		Desk	Desk	Desk	Duties	Lunch	Circ 1	Duties	Charac.	Charac.			
George					Circ 1	Eval/Mtg	Side	Circ 2	Lunch	Duties	Teen	Teen	B/U
Fred	Open	Story	Story	B/U	Lunch	Circ 1	B/U	Duties					
Luna		Circ 1	Side	Circ 2	B/U	Lunch	Duties	B/U	Circ 2	Side			
Hagrid	Exhibit	Circ 2	Roving	Circ 1	Lunch	Circ 2	Mtg	Duties	Side				
Albus									B/U	Circ 2	Side	Circ 1	Circ 2
Tom					Circ 2	B/U	Duties	Circ 1	Lunch	B/U	Circ 1	Circ 2	Side
Viktor	Open	B/U	Circ 1	Brk/Dut	Side	Duties	Circ 1						
Cedric										Circ 1	Circ 2	Side	Circ 1

*10 Bilingual | *430 Character | *630 Teen *3 month eval George | *Ron +1 extra hr | **SEND OFF HARRY POTTER EXHIBIT | *Albus extra hrs

		Ref Desk 1	Ref Desk 2	Ref Desk 3	Lab	Program	Class	Shelf Read	Diff Branch	Meeting	Periodicals Pu	Training	Time Program/Class/Duties/Diff Branch	
Monday 7	9:00-10:00	Tobias	Natalie	Molly	Jeanine								Beatrice	6
Jeanine 9-6	10:00-11:00	Tobias	Eric	Molly	Jeanine								Marcus	4
Natalie 8:45-5:45	11:00-12:00	Marcus	Eric		Jeanine								Molly	4
Caleb 12:15-9:15	12:00-1:00	Marcus	Natalie		Tobias								Caleb	6
Beatrice 12:15-9:15	1:00-2:00	Caleb	Jeanine	Eric	Beatrice									
Tori 12:15-9:15	2:00-3:00	Caleb	Jeanine	Eric	Beatrice								Tobias	5
Marcus 10-5	3:00-4:00	Molly	Natalie	Marcus	Tobias					Uriah/Caleb			Eric	4
Eric 8:30-5:30	4:00-5:00	Molly	Natalie	Marcus	Tobias									
Molly 9-5:30	5:00-6:00	Caleb	Jeanine	Tori	Beatrice								Tori	4
Tobias 8:30-5:30	6:00-7:00	Caleb	Tori		Beatrice		Beatrice						Natalie	4
Uriah/Caleb Mtg 3-4; after break	7:00-8:00	Caleb	Tori		Beatrice		Beatrice							
	8:00-9:00	Caleb	Tori		Beatrice									
Beatrice - Online Courses 6-7:30													Jeanine	6

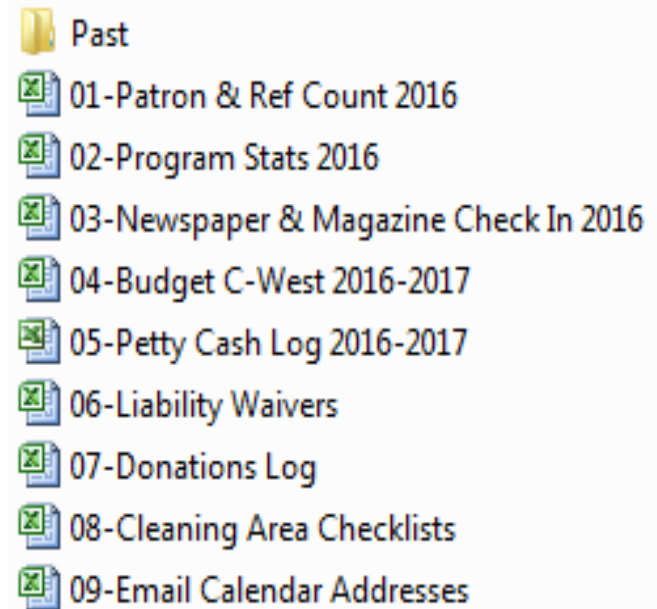| Oct-16	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Total	Notes
	10/16		10/17		10/18		10/19		10/20		10/21		10/22			
Frodo (40)			8:00-5:00	8	8:00-5:00	8	8:00-5:00	8	8:00-5:00	8	8:00-5:00	8			40	
Samwise (40)			AL	8	12:00-9:00	8	8:00-5:00	8	8:00-5:00	8	8:00-5:00	8			40	
Aragorn (40)	12:40-6:00	8			8:00-5:00	8	9:00-6:00	8	12:00-9:00	8	9:00-6:00	8			40	
Gandalf (40)			8:00-5:00	8	9:00-6:00	8	12:00-9:00	8	9:00-6:00	8	9:00-6:00	8			40	
Legolas (40)			9:00-6:00	8	12:00-9:00	8	8:00-5:00	8	9:00-6:00	8			9:00-6:00	8	40	
Bilbo (40)	12:40-6:00	8	12:00-9:00	8	9:00-6:00	8			8:00-5:00	8	9:00-6:00	8			40	
Arwen (36)			8:00-4:00	7	8:00-4:00	7	9:00-5:00	7	1:00-9:00	7			9:00-6:00	8	36	
Galadriel (40)			9:00-6:00	8	12:00-9:00	8	9:00-6:00	8	9:00-6:00	8	AL	8			40	
Gimli (30)	12:40-6:00	8	9:00-5:00	7			12:00-9:00	8	2:00-4:00	2	9:00-5:00	7			32	
Elrond (25)			4:00-9:00	5	10:00-3:00	5	AL	5	2:00-9:00	6.5	AL	3.5			25	(+2 extra meeting)
Boromir (25)			12:00-9:00	8	5:00-9:00	4			2:00-9:00	6.5			9:00-6:00	8	26.5	(+1.5 extra meeting)
Peregrin (25)			9:00-6:00	8	9:00-5:00	7	12:00-9:00	8	9:30-4:00	6					29	(+4 extra hrs)
Meriadoc (20)			5:00-9:00	4			5:00-9:00	4	2:00-4:00	2	2:00-6:00	4	9:00-6:00	8	22	(+2 extra hrs meeting)
Programs			430 Fusion 630 Teen		430 Tween 630 Adult		11 Baby 130 Comp 6 Zumba		11 Prek 230 Stitch 630 Kids Film				1030 Qi Gong			
Staff			9-10 Legolas Out		10 DC Gimli OUT 215 TeenMtg		930 DC Out Gandalf 11-2 Toastmasters 1 Elrond Staff Association		Arwen 6 month eval 6 Frodo program INM 2-4 Staff Meeting							

STAFF SCHEDULES

- Clean up your space—they are assigned to clean up and invested in space

- Monthly reports from staff members—add in all requirements so they have their own checklist

- Build into your schedule to remind them of their monthly report

- Busy enough, but not too busy

- Tracking performance issues

- Deadlines and assignments

- Everything that staff does should not only be written down, but instructions on how to accomplish tasks should be on record

- Program observations

- Comments Log

	A	B	C
1	**Staff Monthly Report**		
2			
3	**Please check off as you complete**	**Notes:**	
4	Read Staff Book Reviews ☐		
5	Cleaning Assignment ☐		
6	Stock Staff Picks ☐		
7	Shelf Reading ☐		
8	Cleaned cubby/desk area ☐		
9	Did you read over programs for next month? ☐		
10	RTP Completed ☐		
11			**In LMS**
12	1 hour Self-Guided Training (name of training)		☐
13	Book Display Theme		
14			
15	**Book Review**		
16	Genre		
17	Title		
18	Author		
19	URL for cover picture		
20	**Review**		
21			

MANAGING STAFF

- Your desk/office

- Your department/branch

- Everything should be clearly labeled
  - If a visitor cannot figure out where things are, reevaluate

- Reevaluate what needs to be there

- Build in a checkpoint for reorganizing closets, circ desk, etc

- There should be instructions next to items if needed for new staff, subs, or uncommon situations (ie for cash register, credit card reader, etc)

- Manage your digital space

📁 Past
📊 01-Patron & Ref Count 2016
📊 02-Program Stats 2016
📊 03-Newspaper & Magazine Check In 2016
📊 04-Budget C-West 2016-2017
📊 05-Petty Cash Log 2016-2017
📊 06-Liability Waivers
📊 07-Donations Log
📊 08-Cleaning Area Checklists
📊 09-Email Calendar Addresses

MANAGING SPACE

- **Start with your own organization system and work outward**
  - Evaluate your email system
  - Evaluate your to do list
- **Go through your branch and write down everything that needs to be done—and have someone else do it too**
  - Do this regularly
- **Pick the organization projects you want to implement and prioritize**
  - Pomodoro Method: If it takes less than 2 minutes, go ahead and do it
  - Start with the areas most visible to patrons
- **Start delegating tasks with deadlines**
  - Mark due dates on your log or calendar
  - Follow up with staff members
- **Capture your ideas by starting an idea list**
- **Practice Awareness**

GETTING STARTED

- Productivity for Librarians by Samantha Hines

- 7 Habits of Highly Effective People by Stephen Covey

- Managing To-Do Lists by Suzanna Kaye (Lynda.com training)

- Time Management Fundamentals by Dave Crenshaw (Lynda.com training)

- Efficient Time Management by Chris Croft (Lynda.com training)

- Getting Things Done by David Allen (Lynda.com training)

Feel free to email me!
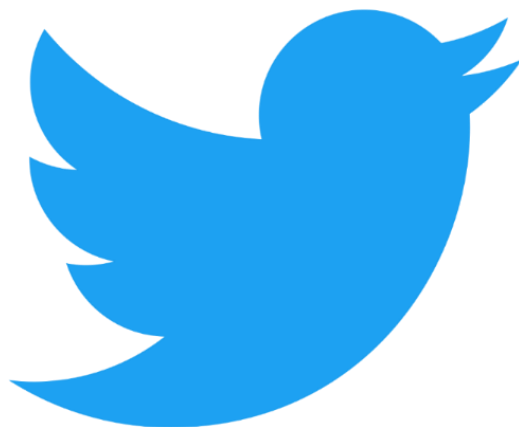## sandrac@oldhampl.org

REFERENCES

Thank you to the Institute of Museum and Library Services (IMLS) for sponsorship of this webinar.

FOLLOW KDLA ON SOCIAL MEDIA!

@KDLALibDev

KDLA CE

Library Link Up: Get a Job! Workforce Development Basics
Thursday, April 5 – 1:00-2:00 pm ET

All About the Kentucky Summer Reading Coupon Committee
Tuesday, April 24 – 2:00-3:00 pm ET

The Role of Libraries in Community Recovery Following Mass Tragedy
Wednesday, April 25 – 11:00-12:00 pm ET

Preventing Violence Together – 101
Monday, April 30 – 2:00-3:00 pm ET

SAVE THE DATE
VISIT KDLA'S CE EVENTS CALENDAR TO REGISTER FOR MORE WEBINARS!

THANK YOU!

Sandra Causey

Oldham County Public Library

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KDLA CE Events Calendar

KDLA Archived Webinars

KY Library Certification Program

KDLA.Certification@ky.gov