Time Management for Library Staff

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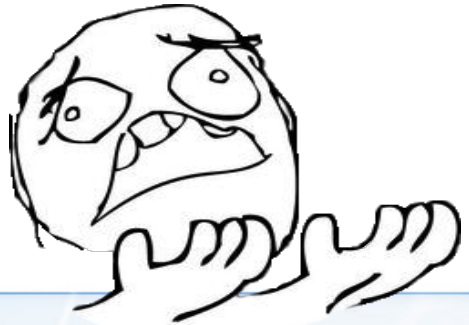
About me…

- I am not a time management guru!
- I am a (slightly messy) librarian
- Can be a procrastinator
- Prone to clutter

Agenda/Goals

- Time management is a good thing!
- Where does the time go?
- Manage the time you have
- Organize that desk!
- Eliminate the negative!

Why must I do this?



- Allows you to accomplish more
  - Serve more patrons
- Downsizing/budget cuts = more work for you!
- Customer service-oriented profession
- Plan for patrons & questions
  - Provide consistent responses
  - More time for your projects
- Increased job satisfaction

Scott Feldstein - Flickr

Use a Time Log

- Why?
  - The human brain is unreliable
  - See how you're spending your time

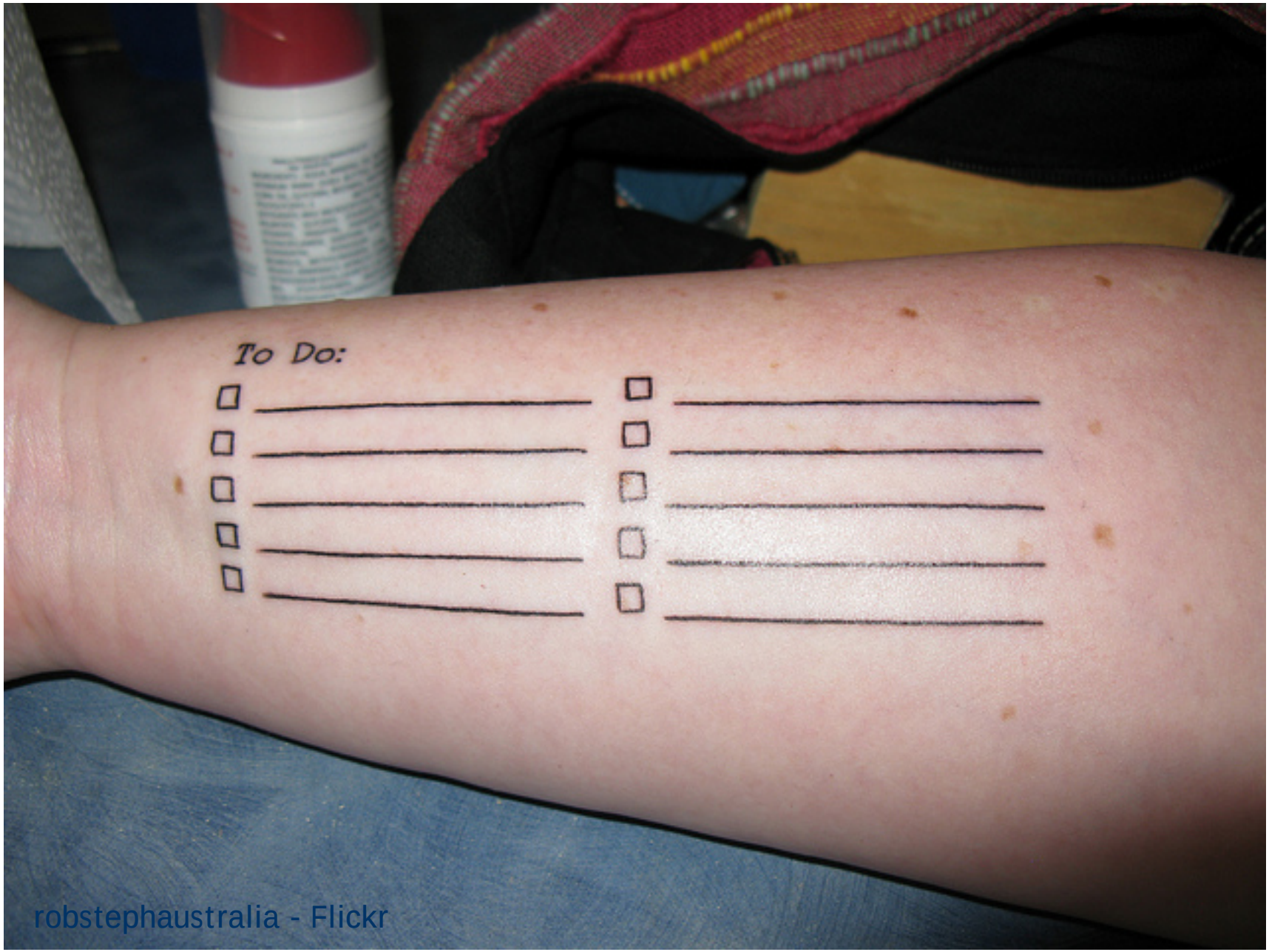
  - Want to lose weight? Write down what you eat.
  - Want to save money? Write down what you spend.
  - Want to save time? Write down what you do.

Time	Priority	Activity
8:00		
8:30		
9:00		
9:30		
10:00		
10:30		
11:00		
11:30		
12:00		
12:30		
1:00		
1:30		
2:00		
2:30		
3:00		
3:30		
4:00		
4:30		

Time	Priority	Activity
8:00		Check email; read news; chat w/Alicia about reference question
8:30		Review of Adobe Connect editing procedures; cataloging state pubs.
9:00		State pub cataloging
9:30		State pub cataloging
10:00		State pub cataloging
10:30		15 min. break; check email
11:00		State pub cataloging
11:30		State pub cataloging
12:00		Send out training emails
12:30		Lunch
1:00		Lunch
1:30		Sound recording cataloging; questions for Cathy
2:00		Sound recording cataloging
2:30		Sound recording cataloging; make Facebook updates
3:00		Make Facebook updates; 15 min. break
3:30		Large type cataloging
4:00		Large type cataloging
4:30		Authority work; check email; weed books; tidy up desk

Important and Urgent	Important and NOT Urgent
Not Important and Urgent	Not Important and Not Urgent

GOALS



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To-do Lists

- Create it morning or evening?
- Add *everything* to the list
- Continue to add during your day
  - 3-ring binder with loose-leaf paper
- Complete tasks in order
- Group tasks by day
- Don’t forget the small stuff!

Go	Call
Do	Buy

Tasks	When Due	Notes

To-do Lists

- Two lists:
  - Master list
  - Daily list

- Electronic lists are good too

Scheduling & Calendars

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5 Steps to Scheduling Your Day

1) Identify your available time
   - Block out time for meetings, events, etc.
2) Schedule time to accomplish priority tasks
3) Schedule time for regular tasks
4) Schedule contingency time
   - (CRISIS!!!1!!)
5) Schedule time for professional growth

Which one should I choose?

- **Paper**
  - One page per day
  - Two pages per week (week-at-a-glance)
  - Two pages per month (month-at-a-glance)

- **Electronic**
  - Smartphones
  - Computers (Outlook, etc.)

Workspace Organization

De-Cluttering Your Space

- Put papers into piles:
  1) Trash
  2) Filing
  3) Pass on to someone else
  4) Needs more thought
     - Do it twice: quickly, then slowly – be ruthless!

De-Cluttering Your Space

S P A C E

- **S**ort – how it makes sense to you
- **P**urge – trash/recycle
- **A**ssign a home – easily found
- **C**ontainerize – easy to grab
- **E**qualize – tweak your system

De-Cluttering Your Space

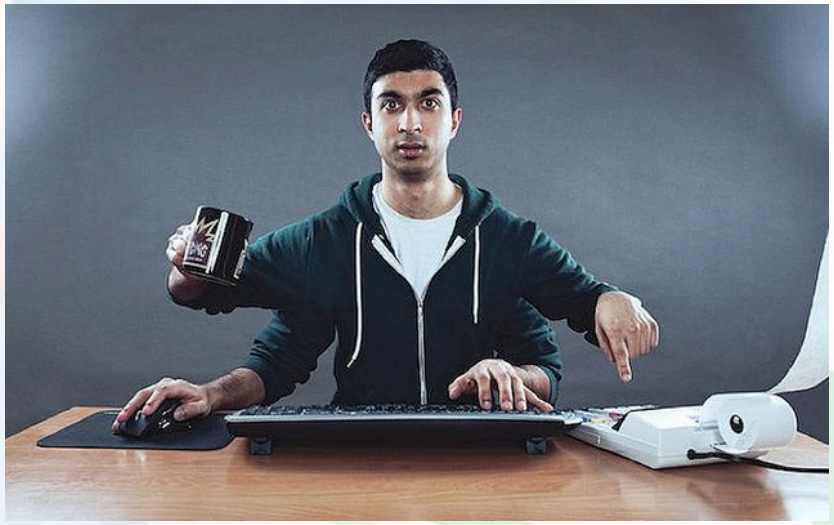
- De-clutter your computer:
  - Electronic files – descriptive names/labels
  - Put files in folders
  - File away icons!

Filing tips

- “Retrieval System” not “Filing System”
- Sort first, file second
- Miscellaneous file
- Recycle ruthlessly!
- Move items or cross-reference
- Index your files

The Myth of Multitasking

- 98% cannot multitask
- 2% “supertaskers”
  - different brain function

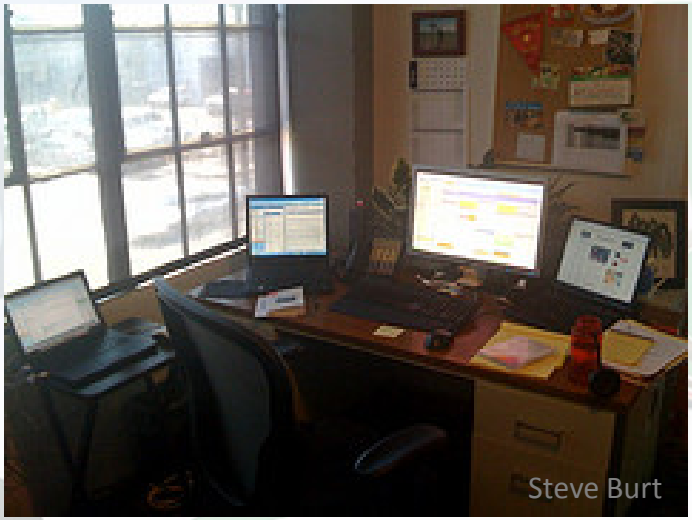


- Switching attention rapidly
- Temporarily lowers IQ by 10 points
  - Equal to missing a night of sleep
- Create a priority list

Interruptions

In-person Interruptions

- Change workspace arrangement
- Be honest, tell people you're busy
- Use body language
- Walk and talk – or help me work!
- Do not disturb sign
- Minimize chatting with co-workers
- Work during off-peak hours
- No staring out the window!



Telephone Interruptions

- Don’t let the phone run your life!
- When concentrating, let it go to voicemail
  - Voicemail should have useful instructions
  - Tell them you’re busy for one hour and will call back
- Return calls as work allows, or schedule time
- Get caller to point as quickly as possible
- Take notes during call
- Script outgoing calls

Email Interruptions

- Turn off email notifications (desktop alerts, etc.)
- Set times for checking email, 3-4 times per day
  - Leave an outgoing message

- Reading emails efficiently:
  - Scan/delete/sort emails before reading
  - Leave your inbox empty
  - Purge email files regularly

E-mail Interruptions

- Composing email:
  - Meant for brief messages
  - Use phone or face-to-face for urgent messages
  - Use of Cc: and Bcc:
  - Useful, active subject line
  - Save text of common emails
  - 3 strikes rule
  - Please don't forward jokes/junk! (please?!)

Effective & Efficient Meetings

- Try to schedule for the morning
- Set an agenda and distribute ahead of time
  - Time limit for agenda items
    - Over time? Schedule for next meeting
- Start on time, no matter what
- Time limit on meeting
- Demonstrate your preparedness
- Learn about meeting skills
- Two-way communication required?
- Thank your attendees!

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- Fight procrastination:
  - Dull or boring → make it fun!
  - Big and uninspiring → take it slow
  - Overwhelming and complex → start out small
  - I'm stuck! → ask for help
  - Too small → schedule or delegate

PROCRASTINATION

I'LL FIND A PICTURE LATER

You're Late! You're Late!

- Live by your calendar!
  - Do you have time to do it/get there?
  - Account for travel time
- Arrive very early – read professional literature
- Plan the night before
- Designate a place for important items
- Use peer pressure

Thank you!

- You will receive emails with:
  1. A link to an online survey about today's training

     We would appreciate your input!
  2. Your training certificate

Please check the KDLA Continuing Education calendar for more webinars!

time management

Thank you for attending!

- To download the PDF:
  - In the Files box, click "Time Management"
  - "Download File"
  - In the pop-up window:
    - "Click to download"
    - "Save"
    - Choose where to save it

- To contact KDLA:
  - 502-564-8300, ext. 342
  - 800-928-7000, ext. 342
  - Ask A Librarian
  - Services to Libraries

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