



Finding an Extra Hour Every Day (Including "Taming the E-Mail Beast")



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INTRODUCTION BY
Chris Campbell
SASBO President

MODERATED BY
David "DK" Kornegay
Director, Social Media/Client Community

Structure of Today's Webinar



To mute your phone, press *6

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We will only mute phones if there is excessive noise or someone's music is playing.



Have a question? You may type the question in the chat box or use the "Raise Hand" button.



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DATE	WEBCAST COURSE PROGRAM	Did you attend the webcast in real time or view the recorded version?
October 26, 2017	How to Plan for Retirement Needs for Public Employees: David W. Fier, Retirement and Financial Consultant, American Family Administration, Chicago	Yes/No
November 14, 2017	Essentially Nothing Has Been Done: How Kentucky, Colorado, and West Virginia at Statewide Elections	Yes/No
December 14, 2017	Best Practices for School Accounting and Budget Overlap: Susan Atkins, Director of Finance, Shelby County Public Schools, Kentucky	Yes/No
January 10, 2018	Planning on 401k Rollover Every Day (Including Taking the 4 Most Basics) "Expert" Panel: The SASBO Team	Yes/No
February 14, 2018	Coaching, The 1st, The 2nd & The 3rd: A Conversation with Three Former Superintendents of Public Schools and Coaches, and Chief Financial Officer for the West County School District, Missouri	Yes/No
March 15, 2018	Essential Budget, Budget and Election Candidates for Your State: Caryn H. Johnson, Director of Finance, Fayette County Public Schools, Kentucky	Yes/No
April 12, 2018	Working the "Crisis" Room or Meeting: How to Improve Team Communications and Collaboration: Dr. Christopher Cook, Director of Finance, Fayette County Public Schools, Kentucky	Yes/No
May 17, 2018	Class Management Best Practices: One School Across the Day: Kelley Jackson, Director of Finance, Fayette County Public Schools, Kentucky	Yes/No
June 14, 2018	Interviewing 101: How to Hire the Best: Education Solutions, LLC	Yes/No

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Reminder

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Unmute your phone: * 7



Welcome to today's session!

Chris Campbell
SASBO President

Today's first PIN number is "2"



Our Speaker Today

Randall "Randy" Dean

The E-mail Sanity Expert

Randall Dean
Consulting & Training
East Lansing, Michigan



Finding an Extra Hour Every Day – Including Taming the E-mail Beast!!



Agenda of Program

- Introduction
- A System for E-mail/Info Overload
- Identifying Key Projects / Responsibilities
- Managing Tasks / Interruptions / Deliverables
- Calendar Management / Schedule "Sanity"
- A Smarter Daily Process
- A Couple SmartPhone / Tablet Ideas
- And More!



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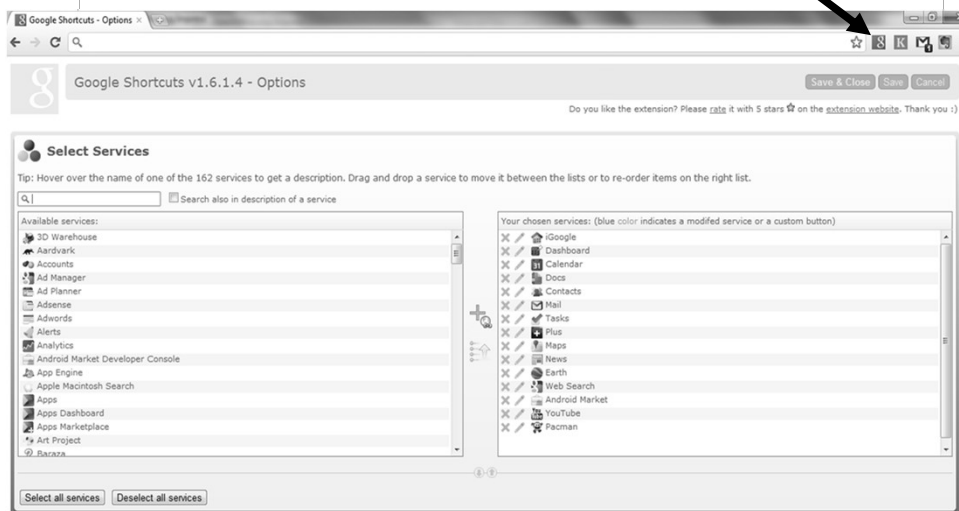
Five Key Functions in MS Outlook (and Google too!)

E-mail
 Calendar
 Task/To Do List
 Notes/Memos
 Addresses/Contacts



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Google Shortcuts for Chrome



How are You Using Your Outlook/Google/Smart Phone?

- As a Daily Calendar?
- As a To Do List?
- As a Phone/Address Book?
- As a Long-Range Planning Guide?
- As a Project-Action Step Prioritizer?
- As a Sophisticated Time-Saving Communications/Project/Meeting Planner?
- As a Proactive Device Designed for Constant and Instant Productivity?



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Let's Talk E-mail!

The Harsh REALITY



HOURS



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THE Definitive CLUTTER Buster!

The Three-Minute, One Touch Rule

Every piece of information (*paper, fax, e-mail, v-mail, etc.*) that you get you should touch one time.

If you can take care of this task (accomplish, reply, file, read, forward, delete, delegate, toss, etc.) *in three minutes or less*, DO IT RIGHT NOW!!!

If not, file appropriately into the Priority box or task list to be accomplished in order of priority or urgency (you decide).



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A Great Outlook Tip for "Tasking" Your E-mails

- Use "Drag and Drop" to create a new task
- Works also for:
 - New Calendar Entries
 - Creating a New Contact
 - Creating a New Memo/Note
- **This works in Google too** (calendar & tasks) – open an e-mail and select the "More" link!



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You Can Speed Up Your Outgoing Messages Too

- Use “Drafts” folder to store previously sent and likely-to-be-reused messages
- Even better in MS Outlook:
 - Multiple Signatures!
 - Works best for simple text-only messages
 - Can include web links – those auto-activate
- **This works in Google too** – set up “Canned Responses” in your Gmail → Settings → Labs

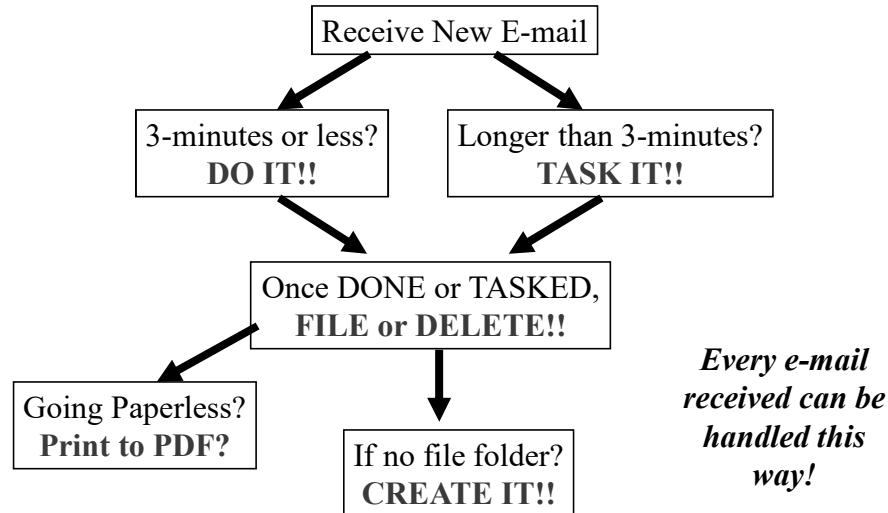


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“Taming E-mail” Decision Tree



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Don't Be a "Blinger"

- Resist temptation to constantly monitor
 - Turn off sound
 - Turn off "ghost"
- Instead, check at set points throughout day
 - To balance productivity with responsiveness
- Are you being forced to "bling"?
 - Ask for a "habit change"



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Bonus Tip for SPAM

- In Outlook, Don't Delete – SHIFT-Delete!
 - Bypasses your Deleted Items folder
 - Can even set up auto-permanent-delete "rule" for multi-time spammers
- In Gmail, select message check box and use "Stop Sign"
 - That also communicates back to Google, reducing likelihood of getting future SPAM from same sender



Want to see what MY e-mail turns into???

- As well as my Projects/Priorities list?
- ... and active project/people files on my desk?
- ... and planning items/actions for upcoming meetings & events?
- Could do this using smart phone/tablet/cloud apps too – technology doesn't matter!



Tasks, Traction, and Interruptions



Your Responsibilities: Current Projects & Life Roles

- Definition of a Project: ***Anything with more than three steps to completion***
- Definition of a Role: Any "hat you wear" at least once a month (*manager, co-worker, employee, student, son/daughter, brother/sister, roommate, teammate, friend, boyfriend/girlfriend, husband/wife, mother/father, job-hunter, etc.*).
- **3 Minutes: write out all personal and work projects (including subprojects) and roles!!**
- **Finally, rank order projects and roles**



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**Cost of Interruptions to
American Business:
\$650 Billion/Year**

**Average Time Lost
Per Interruption:
*4-15 Minutes***

A Project Kick-Start: The “Next Step” Habit

- Never “backtrack” on a project
- Low-tech: The Sticky Note
- High-tech: Outlook/Google
- Mid-tech: Planner/Paper
- A Great Way to Handle Unexpected Interruptions



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Outlook is GREAT for managing projects/tasks/roles!

- Feeds my "Type A" nature!
- Capture key projects/roles in categories
- Use individual tasks for "next steps"
- Favorite views are "Today" & "Active Tasks"
- Can also sort by "Category", "Complete"
- "Next Steps" for Family & Friends?
- Capturing **Projects & Roles in Your Category List** Helps w/ Focus & Balance

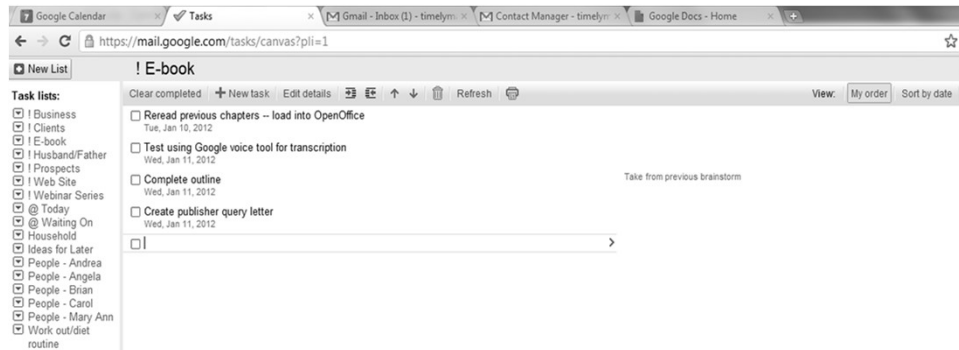


Google's Task List is also solid for Project/Task Management

- I create "new lists" for each of my key projects and people
- Every day, I review each of those lists, including due tasks
- Any tasks, deliverables, and reminders due today move to the "@Today" list
- And then I work from the @Today list to make decisions throughout the day
- *Many other good task options – try **Toodledo, TickTick, Gtasks, Outlook ToDo, More***



Google Tasks Improved



“All we have is the here and now, and that’s why procrastination feels so right. Procrastination is not the problem – it’s the solution!”

– Ellen DeGeneres



A Great Urgency Reducer: Waiting On's . . .

- *Anything owed to you by anybody . . .*
- Money? Tax refund?
- Books/CD's/DVD's loaned to friends/relatives
- Phone call's/faxes/e-mails with info you are waiting on.
- Takes advantage of human nature
- Remember – due date is actually the BUG date



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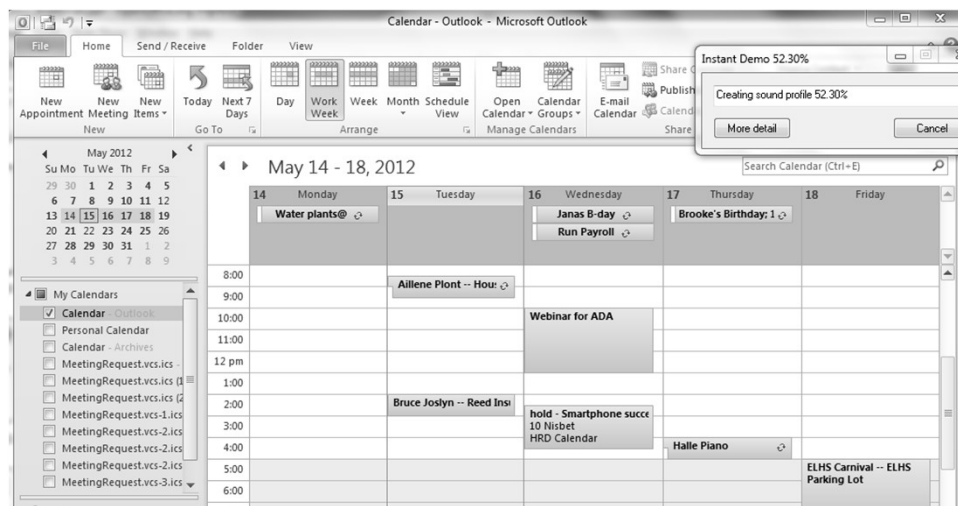
Assigning/Delegating Tasks in Outlook & Google

- Outlook has a very handy tool for effectively delegating tasks and deliverables
- Creates new task that is carried in task list of task requester and task owner/manager
- When task is assigned, creates e-mail that is received by task recipient.
 - Recipient has opportunity to accept or decline
 - Additional text/information can be shared in note field

In Google Tasks, I simply created a category “@Waiting” where I track all deliverables, and then manage daily in my @Today list



Let's Talk Calendar!



A Calendar/Tickler Tip for the Guys

- Ever forgot a birthday? Or anniversary?
- NEVER do it again!
- Use the same strategy for meetings and appointments
- These tips work in Outlook and/or Google – Calendars are VERY similar!



Managing Your Calendar

- Includes **Work** AND **Personal** commitments
- Think about long-range tasks, projects, vacations, trainings, birthdays, anniversaries, etc.
- Next, think shorter range about upcoming internal/external meetings, events, phone calls
- Then, enter/review current commitments for today and this week
- Two "counter theories" for productivity enhancement / work-life balance
- Finally, make commitments with yourself (stalled Major Satisfactor/Biz Critical projects)



A New Daily Process

- At least once a week: Review Priority Memo
- Every day:
 - Check calendar first – look ahead!
 - Check today's calendar – how much time?
 - Revise task list per priorities and calendar
 - Plan delegations/follow ups
 - Check e-mail/voice mail/snail mail
 - Revise task list again per available time
 - GET TO WORK



How About Some Other Useful Memos/Lists?

- "Priorities" Memo
- Possibilities Memo
- Staff Management Memos
- Many More!



The Priorities Memo

- A listing of your most important personal and professional projects and responsibilities
 - Preferably in rank order
 - Preferably shorter rather than longer
- Why write them down?
 - To maintain your personal focus/discipline
 - To assist you in know when to say “Yes” and “No”
- *Can build directly from the responsibilities list generated earlier*



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Possibilities List

- Projects or roles, work or personal, you just cannot do now, but may want to do someday.
- Why write them down?
 1. So you don't forget
 2. So they don't pop up all the time and keep bothering you (*don't use your mind as a memory pad! Can be used for creative purposes!*)



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Staff Management Memos

- Similar to your own "Priorities" memo
- Include any people that report directly and indirectly to you
- Use the memo to track their current projects/deliverables/due dates
- Or, have them track these memos, and beam to you
- Take advantage of opportunities to be a "One Minute Manager"
- ***Is it a good idea to possibly have one of these for your supervisor also??***



Other Useful Memos/Lists?

Google Docs?

Outlook Notes

Evernote?

- Company/Firm Archive
- Personal Goals/Dreams List
- Shopping Lists
- Travel/Financial/Medical Archives
- Business/Personal Trip packing list
- Driving Log/Calls Log/Hour Tracker
- Workout/Diet Diary
- Books to Read
- Movies to See
- Music
- Golf Club Shot Selector



Putting it All Together

- Current Projects/Roles
- "Next Step" To Dos
- 3-Minute Info/E-mail Processing Rule
- Waiting On's . . .
- All Calendars
- New Daily "Start-up" Routine
- Memos/Lists
- Phone/Address Book



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Address Book Strategies

- More than just name, address, phone, fax
- Use as way to build stronger relationships:
 - Spouse/Kids Names
 - Directions
 - Quirky Habits/Behaviors
 - Contact Management Tracking
 - Social media tools *better?*



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Common Sense Smart Phone E-mail Tips

- K.I.S.S.
- Reply by phone (voice to text???)
- Delete the junk & SPAM
- Save the bigger ones for your PC/keyboard



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Additional Tools of Your Smart Phone/Tablet

- **APPS!!! (E-mail, Calendar, Contacts, Evernote, Tasks)**
- **Coordination with Outlook/Notes/Google apps/etc.**
- **Document Creation (Word/Excel/Google Docs/PDF)
– Bluetooth Keyboard?**
- **Synchronization / Back-ups (Insurance!)**
- **Voice Recorder**
- **Password App**
- **Telephone/Internet/Memory Expansion/Photos**
- **E-books, Audio Books, GPS, Games, MP3**
- **Video, Multimedia, Voice-to-Text (the future is now!)**



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Key Strategies for Any System

- Handle the Quick Little Stuff RIGHT NOW
- Make Your Most Important Projects/Roles Prominent
- Define "Next Steps" for Each Important Project/Role
- Track & Follow Up with People Owing Stuff to You
- Clear Your Brain to Focus on Problem Solving
- Run Your Calendar (Don't Let It Run You!)
- Utilize Your Address Book to Build Relationships
- Always Keep Learning, Growing, Improving!



Final Thoughts:

- Lots of info to chew on here:
 - Pick the ideas/strategies that work best for you
- Set up your "infrastructure" as needed on Outlook, Google, your Smart Phones/Tablets
- Consider a "Three Minute" purge of your office and e-mail account
- Do a "Weekly Gut Check" to avoid falling back into bad habits
- Come back to your handouts later to integrate more
- Continue learning/practicing/perfecting your use of time
- Send me a note if you think of more!



More Final Thoughts:

- Become an advocate and champion for proper time management/personal organization techniques and technology usage. Spread the word and infect others – it will only help you be more in front of your work.



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**“Be the change you wish to
see in the world.”**

– Gandhi

Where to Get More Info:

- Randy Dean's new book ***Taming the E-mail Beast: 45 Key Strategies for Managing Your E-mail Overload*** available at Amazon.com and search "Randall Dean"
- Randy Dean's ***Major Satisfactors = Major Success***
- David Allen's ***Getting Things Done***
- Stephen Covey's ***Seven Habits of Highly Effective People*** and ***First Things First***
- Randy's Timely Tips Monthly e-news:
send me an e-mail at Randy@randalldean.com



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We're Done!!!

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FEEDBACK

When you close this seminar, you will have a text box to enter comments concerning:

- ✓ This seminar
- ✓ What you'd like to see in future seminars, including future topics
- ✓ Also, you may enter comments in the chat box

Thank you!





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CROWDFUNDING



Our Next Session: Crowdfunding – The Ins, The Outs, and The Issues



February 15, 2018
2:00 p.m. Eastern/1:00 p.m. Central



Our Featured Speaker:

Earl Burke, Assistant Superintendent for Business Services & Operations/CFO
Hinds County School District
Raymond, Mississippi



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