Becoming the Master of Your New Domain: Managing Your Self-Storage Time and Tasks

Presented by:
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Time vs. Task Management

**Time** is defined as “the measured or measurable period during which an action, process, or condition exists or continues.”

**Task** is defined as “a usually assigned piece of work often to be finished within a certain time.”
Activity: Time vs. Task Management

Write a quick list of how you spend the first and last hour of each work day.

- [x] Now
- [ ] Later
Making the Most of Your Time

Do you...

- Keep your work space tidy so you can work efficiently?
- Take a positive attitude toward frustration and failure?
- Use a highlighter or underline to emphasize key facts?
- Do tasks in order of importance?
- Complete one task before going on to the next?
- Write things down rather than trying to remember?
- Set specific and clearly defined goals?
- Keep to a schedule to achieve objectives on time?

Don’t just do the simple easy things first, but the most important.
Making the Most of Your Time

- Set calendar appointments and deadlines.
- Realize efficiency and effectiveness are *not* the same.
- Say NO to others when you are short of time.
- Put off making decisions.
- Persevere when things aren’t working out.
- Review progress toward goals and revise as appropriate.
- Agree to the principle that “the best time to do something is usually now.”
- Organize your work to meet deadlines in good time.
- Prioritize tasks to do the most important and urgent first.
Making the Most of Your Time

*Why is workplace productivity important?*

When a site is functioning at capacity, it’s producing as much as it can given its technology/infrastructure and workforce. In other words, when productivity is maximized, optimal potential and outcomes are achieved.

*Basically, we’re referring to how efficiently managers complete tasks at their stores.*
Why Time Management?

- Time is limited. Think of your day in 24 time-block hours.
- You can accomplish more with less effort.
- Improved decision-making ability
- To clarify your goals and achieve them
- To handle people and projects that waste your time
- To work more efficiently with your organization
- To learn specific skills and tools to save you time
- To overcome stress and procrastination
- Self-discipline is valuable.
# Why Time Management?

<table>
<thead>
<tr>
<th>Good Time Management Skills Lead To:</th>
<th>Positive</th>
<th>Negative</th>
<th>Poor Time Management Skills Lead To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productivity</td>
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<td>Productivity</td>
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<tr>
<td>Energy Levels</td>
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<td>Stress Levels</td>
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<tr>
<td>Organisation</td>
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<td>Disorganisation</td>
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<tr>
<td>Accomplished Tasks</td>
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<td>Unaccomplished Task</td>
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<td>Shorter Task Time</td>
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<td>Longer Task Time</td>
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<tr>
<td>Positive Relationship</td>
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<td>Negative Relationship</td>
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<td>Health</td>
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<td>Illness</td>
</tr>
</tbody>
</table>

The table above illustrates the positive and negative outcomes of good and poor time management skills.
Why Time Management?

**Perseverance**
Persevere when things don’t go right. Develop strategies for dealing with pressure such as taking regular exercise. Take a positive attitude towards failure: you learn most from mistakes.

**Take regular breaks**
Get up and move around at least once an hour if at the computer to refresh your mind.

**Avoid distractions & interruptions to your work**
Keep your desk tidy. Check email at set points in the day rather than when it comes in. Turn off Facebook and Twitter!

**Share tasks or problems with others**
But say no to others when short of time.

**Time Management**
Bruce Woodcock, University of Kent
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**Avoid procrastination**
The best time to do something is usually now: taking action generates the impetus for further action. Organise your work to meet deadlines. Reward yourself for achieving goals.

**Action Planning**
Set clearly defined goals. Break tasks down into steps & do one task at a time. Goals must be realistic & achievable.

**Create Habits**
Try to do tasks at the same time & in the same location each day.

**Keep a to-do list**
Update this every day. Write down deadlines. Emphasise key points.

**Use a time log**
Write down everything you do in a week to identify areas of your life where you waste time & the times when you’re most productive: schedule demanding tasks for these times.

**Prioritise**
Do urgent & important tasks first not the easy things. Have a reminder system. Efficiency and effectiveness are not the same: effective people focus on the important tasks.

**Review your progress**
Revise plans as appropriate. Map put several routes to your goal. Have a contingency plan.
Benefits of Time Management

- Reduces frustration and anxiety
- Creates sense of achievement
- Motivates and initiates action
- Increases your energy level
- More time to do things you enjoy or learn something new
Activity: Common Time-Wasters

List the five biggest time-wasters for you at your site:

1. My boss!
2.
3.
4.
5.

What do we have in common?
Common Time-Wasters

TIME MANAGEMENT GRAPH

URGENCY

High
1. Urgent and important
   Do it now
2. Important not urgent
   Decide when to do it

Low
3. Not important not urgent
   Dump it
4. Urgent not important
   Delegate it

Getting Started With Time Management

THOMSON REUTERS
Common Time-Wasters

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important</td>
<td></td>
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</tr>
<tr>
<td>Not Important</td>
<td></td>
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</tbody>
</table>
Common Time-Wasters

- Reacting vs. acting
- Not thinking far enough ahead
- Inadequate preparation
- PROCRASTINATION
- Excessive attention to unimportant details
- Resistance to ask for help
- Failure to understand what needs to be done
- Uncertainty about expectations
What Skills Do I Need?

- Analyze today’s reality.
- Plug drains and gaps.
- Create SMART goals.
- Prioritize what’s important.
- Plan it all out.
- Manage how to do it.
- Schedule effectively.
- Create maintenance routines.
- React, respond, reprioritize.
- Systemize sanity strategies.
What Skills Do I Need?

**S** - Specific
- Define the goal as much as possible with no unclear language
- Who is involved, WHAT do I want to accomplish, WHERE will it be done, WHY am I doing this – reasons, purpose, WHICH constraints and/or requirements do I have?

**M** - Measurable
- Can you track the progress and measure the outcome?
- How much, how many, how will I know when my goal is accomplished?

**A** - Attainable/Achievable
- Is the goal reasonable enough to be accomplished? How so?
- Make sure the goal is not out or reach or below standard performance.

**R** - Relevant
- Is the goal worthwhile and will it meet your needs?
- Is each goal consistent with the other goals you have established and fits with your immediate and long term plans?

**T** - Timely
- Your objective should include a time limit. Ex: I will complete this step by month/day/year.
- It will establish a sense of urgency and prompt you to have better time management.

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Embracing To-Do Lists

To Do...

- have a list
- use the list
- love the list
- be the list

©goose
Embracing To-Do Lists

When am I most productive? In a survey of 150 people:

- 57% on Tuesday
- 11% on Wednesday
- 11% on Thursday
- 3% on Friday
- 12% on Monday
- 6% Don't know
- 0% Don't know
The 5-Step Plan

1. List everything you need to do.
2. Break down big tasks into smaller steps.
3. Organize under three headings: now, soon and later.
4. Do something on the “now” list immediately and tick it off.
5. Now put the other tasks in priority order and make a plan to tackle them.
Advantages of To-Do Lists

- Focuses your mind on important objectives
- Makes you less likely to forget
- Helps order your thoughts
- Helps show the bigger picture
- Don’t need everything in your head
- Saves time
- Less likely to become sidetracked
- Feel more in control
- Have a record of what you have done
- Always have something to work on
- Get the reward of ticking off achievements
Benefits of Delegation

**Manager/supervisor benefits**
- Reduced stress
- Improved time management
- Increased trust

**Employee benefits**
- Professional knowledge and skill development
- Elevated self-esteem and confidence
- Sense of achievement

**Organizational benefits**
- Increased teamwork
- Increased productivity and efficiency
My List

What does your to-do list look like?

• Daily
• Weekly
• Monthly
• What else?
Prioritizing

- Efficiency and effectiveness are not the same. Someone who works hard and is organized but spends all of his time on unimportant tasks may be efficient but not effective.

- Differentiate between urgent and important tasks. This is called prioritizing. It’s important to list the tasks you have and to sort these in order of priority, and then devote the most time to the important tasks. This avoids the natural tendency to concentrate on simple, easy tasks and allow too many interruptions.

- An urgent task may not necessarily be important!
Be Open to Change
Procrastination is the thief of time

[It took me a week to write this]
Activity: Procrastination

TOP 10 REASONS I PROCRASTINATE

1.
5 Key Reasons

1. Do you really want to do this?
2. Too difficult? Too easy? Too boring?
3. It’s just too overwhelming.
4. Tired, need a break
5. Scary steps

Procrastination is the scourge of action planning.
Dangers

1. Gaining a bad reputation
2. Losing your ambition to succeed
3. Not accomplishing your dreams
4. Threatening your well-being

Stress and guilt weigh heavily on us!
Homework

Make a chart for the next seven days, divided into half-hour intervals, starting with the time you get up and finishing at the time you go to bed.

Write down what you did in each half hour of the day for the next seven days. Choose a typical week to do this.

At the end of the week, examine the following:

- Are there periods you could use more productively?
- At what time of day do you do your most effective work?

One of the most effective ways of improving your productivity is to recognize and rectify time-management mistakes.
Avoiding Mistakes

- Not using to-do lists
- Not setting personal goals
- Not prioritizing
- Failing to manage distractions
- Procrastination
- Taking on too much
- “Thriving” on “busy”
- Multi-tasking
- Not taking breaks
- Ineffectively scheduling tasks
12 Most Effective Principles

1. Determine what’s urgent.
2. Don’t over commit.
3. Have a plan for your time.
4. Allow time for the unexpected.
5. Handle things once.
6. Create realistic deadlines.
7. Set goals for yourself and your time.
8. Develop routines.
9. Focus on one thing at a time.
10. Eliminate or minimize distractions.
11. Outsource or delegate tasks.
12. Leave time for fun and play ... NO STRESS!
Activity: Time vs. Task Management

Earlier you wrote a quick list of how you spend the first and last hour of each work day.

Will your list change now due to priority and time vs. task management?
Contact the Presenter

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