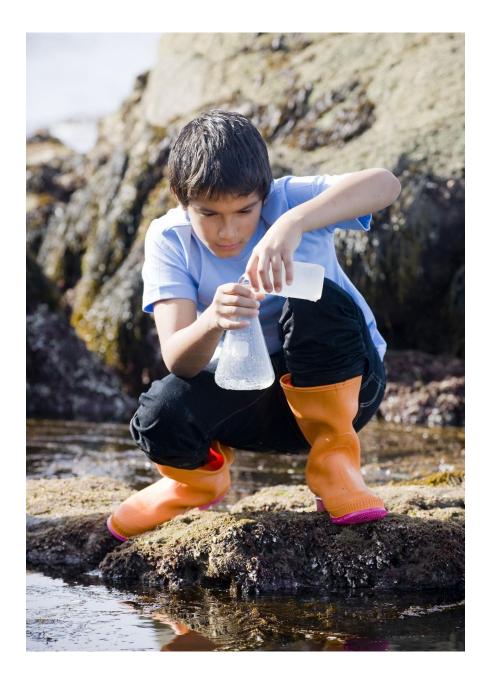


# INTRODUCTION TO POWER MANAGEMENT WORKSHOP (PMW)



# **AGENDA**

- Background
- Philosophy, Purpose, and Results
- Key Distinctions
- Tools and Use
- Setting Up Your Tools
- Reflection and Questions

## **BACKGROUND**





**Marie-Jose Kaasenbrood, Partner** 

## OCEAN DISCOVERY'S CORE COMPETENCIES



#### **Community Driven**

Is dedicated to meeting expectations and requirements of internal and external partners; Acts with the mission in mind; Establishes and maintains effective relationships (students, donors, volunteers, partners); Gets first hand information to improve services; Is available and ready to help



#### **Approachable**

Is easy to approach and talk to; Puts others at ease; Can be warm, pleasant and gracious; Builds rapport; Is a good listener; Demonstrates empathy



#### **Trusted and Demonstrates Integrity**

Does what they say they will do; is seen as direct and truthful; Candidly presents the truth in an appropriate and helpful manner; Keeps confidences; Is not knocked off balance by the unexpected



## **Committed to Work Systems**

Is dedicated to organizational systems and practices (including PMT and PMW); Seeks to align work to organization processes; Delivers high-quality work; Is committed to continuous improvement; Is open to suggestions and experimentation



#### **Action Oriented**

Enjoys working hard; Uses his/her time effectively and efficiently; Is full of energy for the things that they see as challenging; Is intentional but not fearful of acting with minimal planning when needed; Seizes opportunities



#### **Organizationally Agile**

Understands the organization culture; Knows how to get things done through formal channels and informal networks; Understands the origins and reasoning behind policies, practices, and processes; Can attend to a broad range of activities

# PHILOSOPHY, PURPOSE, & RESULTS

# **PHILOSPHY**



## **PURPOSE**

The purpose of the Power Management Workshop (PMW) is to provide you with tools and practices that allow you to be <u>powerful</u>, <u>fulfilled</u>, and <u>at ease</u> regardless of what and how much there is for you to do.

## THE RESULTS

In applying the tools and principles of PMW, you will be able to:

- 1. Focus 100% on the work you are doing now
- 2. Manage everything there is for you to do, not just emergencies or what shows up in your face but also short and long term goals.
- 3. Manage and minimize interruptions and distractions.
- 4. Capture each new thing that needs to be done or comes to mind.
- 5. Have the power to prioritize and make decisions
- 6. Deal powerfully with what you are not doing accomplishing
- 7. Automate repetitive actions
- 8. Complete fully what you do so it does not return undone
- 9. Successfully integrate professional and personal life
- 10. Produce unprecedented results
- 11. Go to bed at night satisfied with what you have accomplished during the day

#### Reflection

- Which results stand out to you as being something you would like in your work or personal life?
- What excites you?
- What do you think would be a challenge or barrier for year OCEAN DISCOVERY INSTITUTION

# PMW KEY DISTINCTIONS



## PMW KEY DISTINCTIONS

Integrity/Face the Beast

Reliably In Existence

Do Complete Work

## **BE A PERSON OF INTEGRITY**

Integrity: The condition of having no part or element taken away or wanting; undivided or unbroken state; wholeness, completeness, entirety. ~ The Oxford English Dictionary

(aka Doing what you say you will do)

## **FACE THE BEAST**

Facing the Beast: Identifying all there is to do, prioritizing what is most important and <u>deciding</u> what you will do, putting them reliably in existence, and having power over those things left undone.

## RELIABLY IN EXISTENCE

Time, Space, and Matter

Two things can't exist in the same time and space

Reliably in existence: All steps involved in a given task are scheduled in your calendar (or temporarily on your recording tool) while looking at time realistically and completely, such as drive time, prep time, post-event thank you's, etc.

## DO COMPLETE WORK

- Automated: Something that is ongoing and cannot or should not be 100% complete and everything that can be done now is done now, and the rest is reliably in existence.
- State of completion: Something that cannot be 100% complete and everything that can be done now has been done now and the rest is reliably in existence.
- 100% complete: Something is 100% complete when it ceases to exist as a concern.

# **PMW TOOLS & USE**

## **PMW TOOLS**

- Recording Tool/Clipboard
- Communication (Manual, Emails, Calls, Meetings)
- Outlook Calendar

## **PMW TOOLS: RECORDING TOOL**

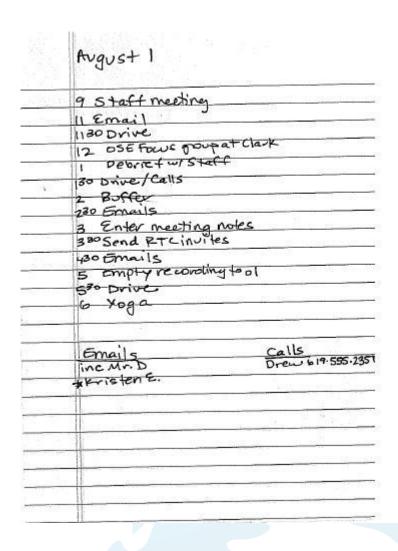
Your recording tool is your "catchers mitt". On it, you empty your mind so you can focus on the task at hand.

Front Page – Is everything you are doing that day

## WRITE EVERYTHING DOWN!

At end of day, you Empty Your Recording Tool

- Tasks are moved into your calendar with space and time.
- You decide to delegate, delay, or delete.



## PMW TOOLS: COMMUNICATION

PMW helps give time and space to work responsibilities. But where do these responsibilities come from?

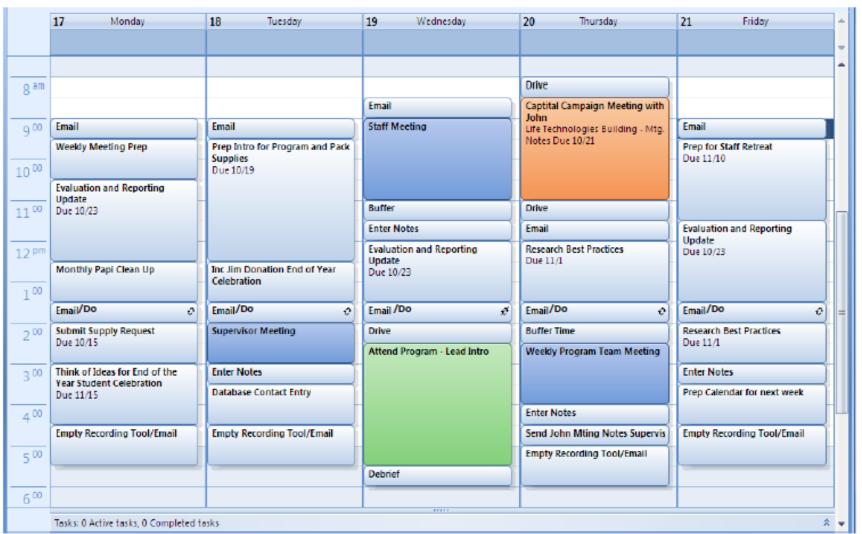
- EZ Reports
- Task Tables
- CAMP II
- Meetings
- You!

# Where else may your responsibilities come from? Practice here and free your mind. FACE THE BEAST

- Use your Record Tool and jot down your ideas.
- Also jot down anything that is on your mind or has been on your mind today.

## **PMW TOOLS: CALENDAR**

Your calendar is "reliably in existence". Notice how tasks have space and time and there's no overlap.



## **PMW TOOLS: CALENDAR**

The DAY view is the preferred default, to be in the here and now.

am en	
800	
Empty Inbox	
9 00 Staff Meeting (see notes)	
1000	
1 + 00 Buffer	
11 00 Buffer  Meet with Supervisor (see notes)	
12 PM	
Enter Notes	
1 00 Empty Inbox	
Drive	
2 00 Birch Aquarium Training	
3.00	
Drive	
4 00 Emails/Dos INC Frank James - 858.555.9552 Send WA invit	e to Susan G
Prep Materials for Program	
5 00 Empty Recording Tools	
Drive	
6 <sup>00</sup> Yoga	

## **BEGIN PMW: SET UP YOUR CALENDAR**

- Set default so Outlook opens to the calendar (not email).
- Set default to "day" view.
- Turn off automatic reminders as you rely on the Recording Tool.
- Share your calendar with supervisor and direct reports.
- Use consistent colors:

**Blue** = Internal Meetings (can be flexible, but need communication if moved)

Orange = External Meetings (should avoid being moved, and need communication if moved)

**Green** = Programs (cannot be moved)

**Red** = Hard Deadlines

There are only a few items that can have only a day associated with them (no set time) which will show up at the top of the calendar. These items may include birthdays, holidays and <u>schedule items</u> - such if a supervisor or direct report is out of the office that day or days when you are onsite/offsite (for hybrid workers).

## **BEGIN PMW: SET UP YOUR CALENDAR**

### **Reoccurring Items**

- Emails/Do
- Inbox
- Buffer
- Empty Recording Tool (plus email)
- Travel time
- Job-specific prep
- Lunch
- Timesheet Prep bi weekly Fri/Mon before pay day.
- Regular meetings
- Enter Notes post meetings (30 min)
- Exercise?

### Fellow-Specific Reoccurring Items

- Download schedule from EZ Reports
- CAMP II work
- Classes?



## HELPFUL QUESTIONS TO FACE THE BEAST

- Do I have my direct responsibilities scheduled?
- Do I have my personal priorities/responsibilities scheduled?
- Did I prioritize each item effectively and why it was put in the chosen space and time?
  - YOU make the decisions and your priorities INFORM them.
- Do I have enough time for each task?
- Is there any prep work/follow up needed for items in calendar?
- Who needs to know changes/additions I have made?
- Do I have sufficient space left open for changes/additions?

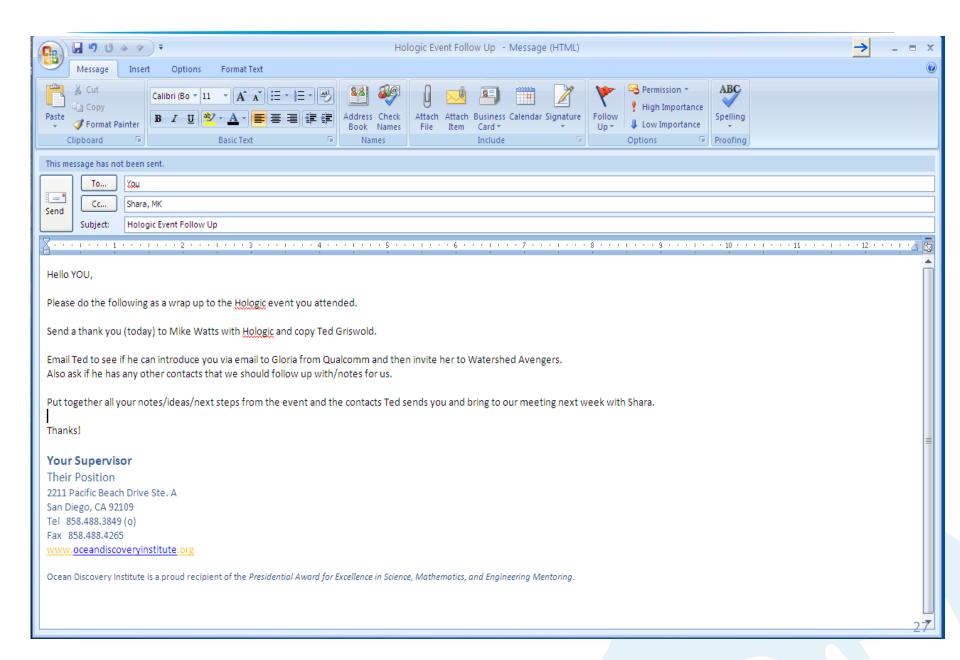
## **HELPFUL CALENDAR TIPS**

- Stick to your time boundaries
  - Note and reschedule
- Move items with integrity and communicate for complete work
  - Who needs to know of changes/additions/out of office?
- Buffer Time
- <u>Due Dates</u> include in the subject so you can easily see if an item has a due date that you need to consider when moving the task.
- <u>See Notes</u> When attaching emails to the calendar item or using the body to capture notes, write "SEE NOTES" in the location so you can remember to check there for details.

## **TOOLS: EMAIL**

- Check during scheduled time
- Empty your inbox daily
- Daily check "Junk E-Mail" and empty/move to in-box as appropriate
- Do complete work with email (sometimes difficult if responding on your phone)
- Delete when addressed and/or copy into scheduled time to address
- Use "INC" (if no contact) for items you need a response from
- Use "Out of Office" automatic responses and set up folder in your inbox

# COMMUNICATION/COMPLETE WORK



# **QUESTIONS?**



# THANK YOU.

