

Does Anyone Know What Time It Is?

Presenter:

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Time is Elusive!



Fast pace
Competing priorities



Chasing time
Caught up



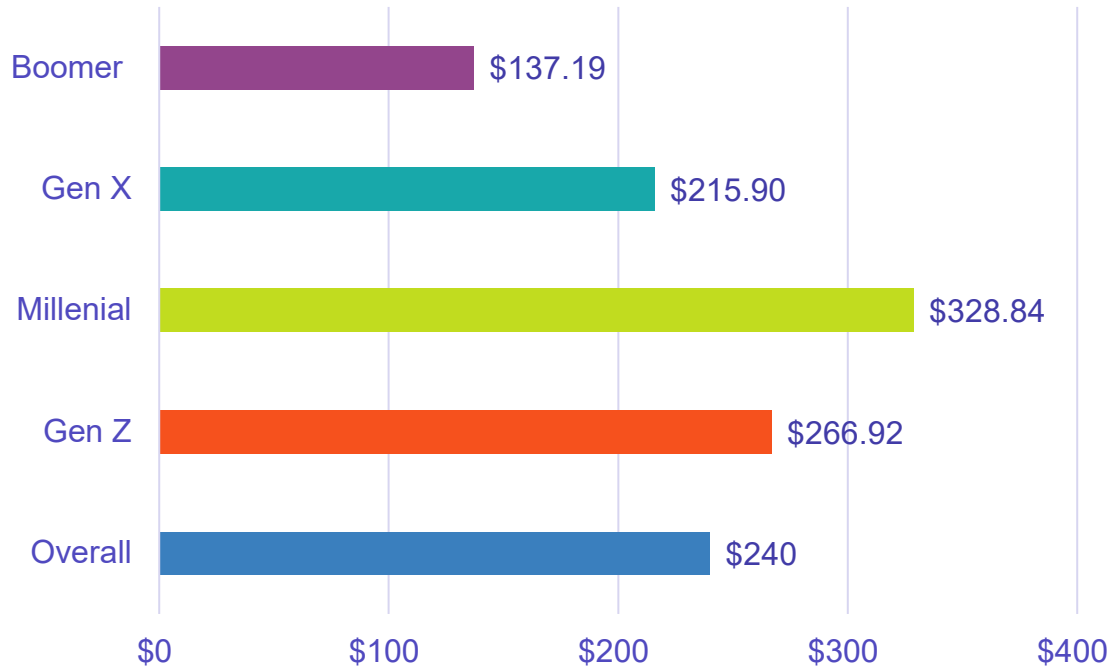
Running faster

App Polling Question

What is the value of one hour?

- 0 to \$50 dollars
- \$51 to \$100 dollars
- \$101 to \$250 dollars
- \$251 - \$500 dollars
- More than \$500

Empower Time is Money Study

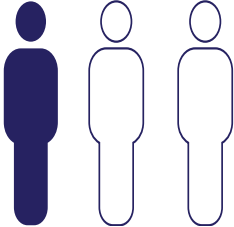


March 2024
N= 2204

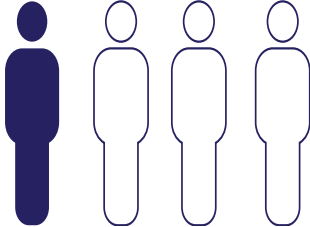
Key Findings



Reported Value < \$50 per hour



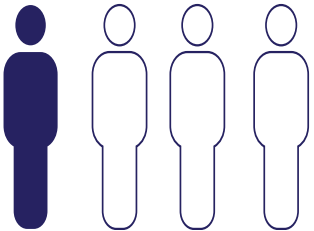
Millennials – Reported Value > \$500 per hour



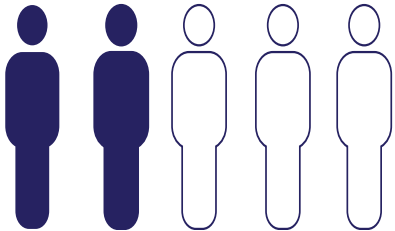
Empower Time is Money 2024

Key Findings

Take 15% Pay Cut to Gain More Time



Saving Time More Important than Saving Money



Empower Time is Money 2024

Learning Outcomes

- Reflect on time awareness and use
- Evaluate time prioritization framework and skills
- Conference ideas send off

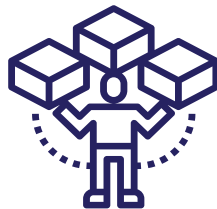


Time Investment Strategy

Time as an Investment



Time as money

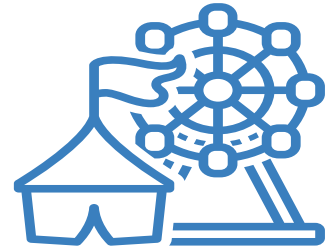


Hours - Input for outcomes
Mental and physical
investment



Exchange based
What do we gain in
exchange for this time?
OR
What can't I do if I "burn"
this time

Intentional and Selective



Time management ...”decision making process that structures, protects, and adjusts a person’s time to changing environmental conditions.”

Dierdorff, E. Time Management Is About More Than Life Hacks.
Harvard Business Review, January 29th, 2020.

What Does the Science Say?

Awareness: thinking realistically about your time by understanding it is a limited resource

Arrangement: designing and organizing your goals, plans, schedules, and tasks to effectively use your time

Adaptation: monitoring your use of time while performing activities including adjusting to interruptions or changing priorities

Dierdorff, E. Time Management Is About More Than Life Hacks.
Harvard Business Review, January 29th, 2020.

What Does Dierdorff's Research Say?

- Awareness, arrangement, and adaptation mattered equally to overall time management performance
- Awareness and adaptation scores were on average 24% lower than for arrangement skills

30-minute microsimulation
n = 1200

What Does Dierdorff's Research Say?



Awareness Skills

Primary driver - avoid
procrastination



Adaptation Skills

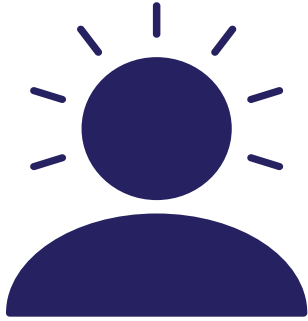
Primary driver - prioritize activities

App Polling Question

What makes it hard to be efficient with your time?

- Fires and emergencies
- Interruption
- Employee needs
- Customer demands
- Energy depletion
- Distraction
- Procrastination
- Lack of planning

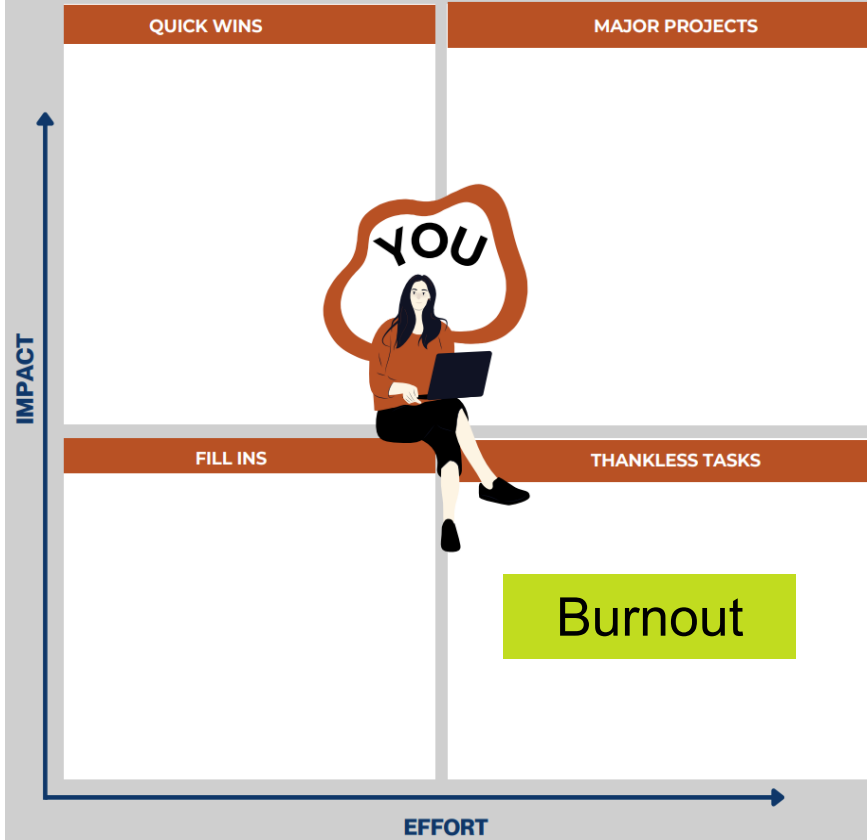
What is Time Awareness?



Awareness

- View as a limited resource
- Understanding of what promotes or derails positive time behaviors
- Understanding habits and tendencies
- Impact of urgency
- **Connection of time and outcomes**

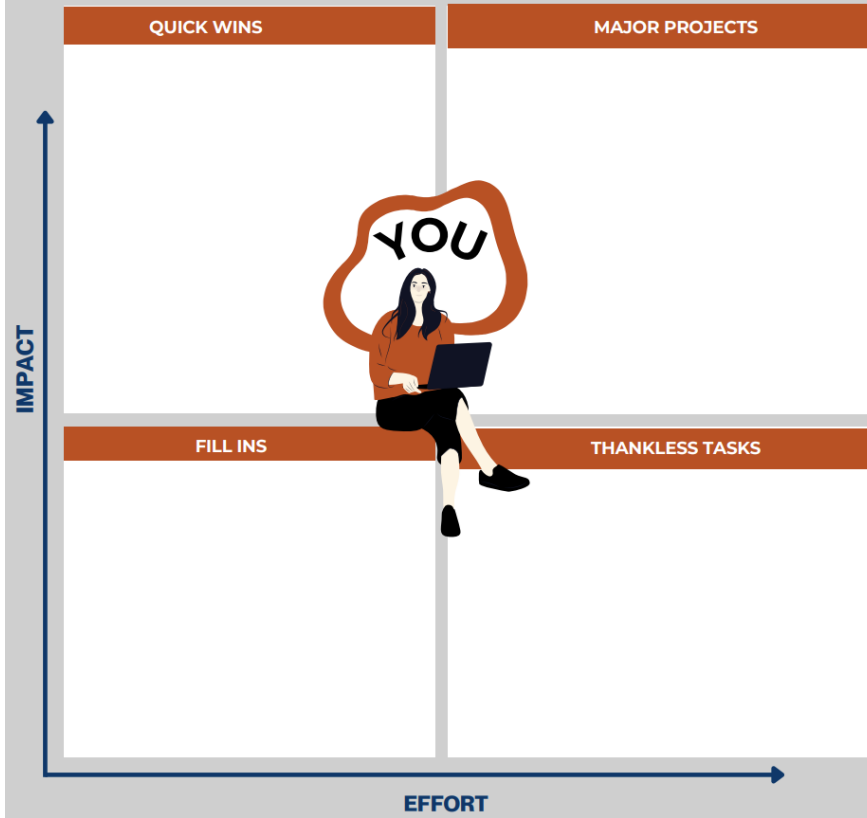
ACTION PRIORITY MATRIX



Evolution of Time Management

- Think about these buckets of work.
- How did you spend your time last week or last working week?
- Promotes awareness

ACTION PRIORITY MATRIX



What are the outcomes or priorities your boss or organization wants?

How well can you or did you allocate your time towards these?

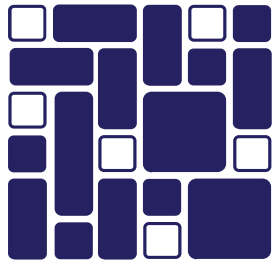
Promoters and Derailers

| Promoters |
|-----------------------------------|
| Plan ahead |
| Best time for me |
| Block time on calendar |
| Limit distraction |
| Experience in task |
| Clarify expectations – priorities |

Intentional Precrastination

| Derailers |
|---|
| Lack of planning |
| Failing to consider required level of attention |
| Rushing to complete in available time |
| Multitasking or lack full attention |
| Level of understanding/experience with task |
| Lack of clarity – expectations or priorities |

Procrastination



Arrangement

- Designing and organizing your goals, plans, schedules, and tasks to effectively use your time
- Finite limits

EISENHOWER MATRIX

URGENT

NOT URGENT

DO IT

SCHEDULE IT

IMPORTANT

NOT IMPORTANT



Burdened by importance
and urgency 😊

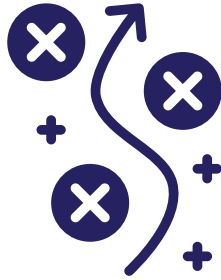
Evolution of Time Management

Plan for workload based on importance and urgency

- Do, Schedule, Delegate, Delete

What's on your list for your first day back in the office?

Best used for simple decision making



Adaptation

- Adjusting to interruptions or changing priorities
- **Refueling** is important – resilience
-how do you gain more coins?
- Performance is a team sport
6 Bs of talent management -
build, buy, borrow, bind, boost,
bounce

Time Prioritization

| | |
|-------------------|--|
| Impact | strategy, effects, or outcomes for those served |
| Effort | realistic evaluation of the skills and timeline needed – thinking time and space |
| Importance | likely driven by others, not necessarily aligned with strategy |
| Urgency | immediacy or timing for resolution or completion |

NAVIGATION - NEGOTIATION

TIME PRIORITIZATION FRAMEWORK

High Impact, Low Effort

Urgent and Important – Do First

Not Urgent or Not Important – Review

High Impact, High Effort

Important – Plan & Schedule
PRECRASTINATE; Clarify urgency

Not Urgent or Not Important – Review

**IMPORTANCE &
URGENCY
CONSIDERATION**

Low Impact, Low Effort

Urgent and Important – Delegate with follow up

Not Urgent or Not Important – Eliminate

Low Impact, High Effort

Important – Delegate with follow up; Clarify urgency

Not Urgent or Not Important – Eliminate

IMPACT

EFFORT

Time Prioritization

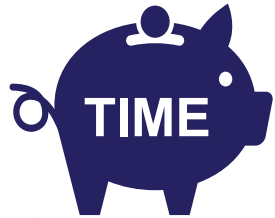
- Don't lose sight of **impact** and the big work
 - Intentional procrastination
 - Leaders are hired for impact and outcomes
- **Importance** and **urgency** – manage the treadmill speed
 - Consider the person and or the condition driving importance or urgency
- Make time for thinking and **high effort work** – payoff likely greater than low effort work

Where Should You Focus?

Awareness: thinking realistically about your time by understanding it is a limited resource

Arrangement: designing and organizing your goals, plans, schedules, and tasks to effectively use your time

Adaptation: monitoring your use of time while performing activities including adjusting to interruptions or changing priorities



Intentional and Selective

- **Awareness** of time and utilization
 - Habits and tendencies
 - **Intentional precastination**
- **Arrange and plan schedule** - time block, best time, thinking time and space

Time as an Investment



Adaptation

- Time prioritization framework
- Refuel
- Build, buy, borrow, bind, boost
- Navigate and negotiate expectations, priorities, importance, and urgency



Practice Makes Progress

Use Your AHF Resources

AHF 2024 Conference Takeaways

- What are 1 or 2 quick wins that can make an impact for your organization?
- Who do you want to maintain a connection with after conference? How can they help fill your time bank?
- How can I share what I've learned? What will my leaders' value?

Contact

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