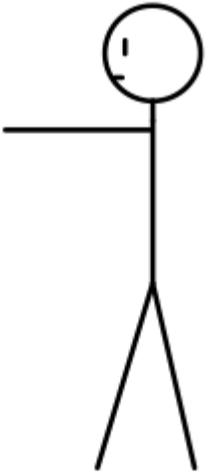


Time and Task Management



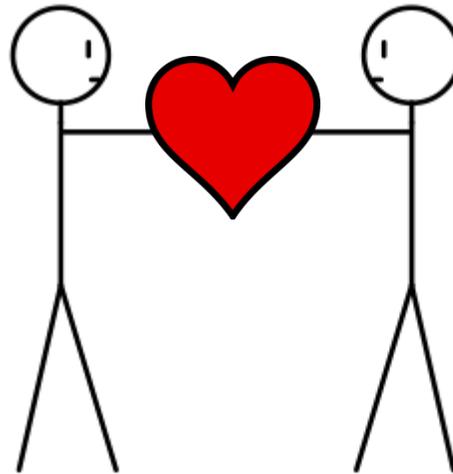
Time and Task Management

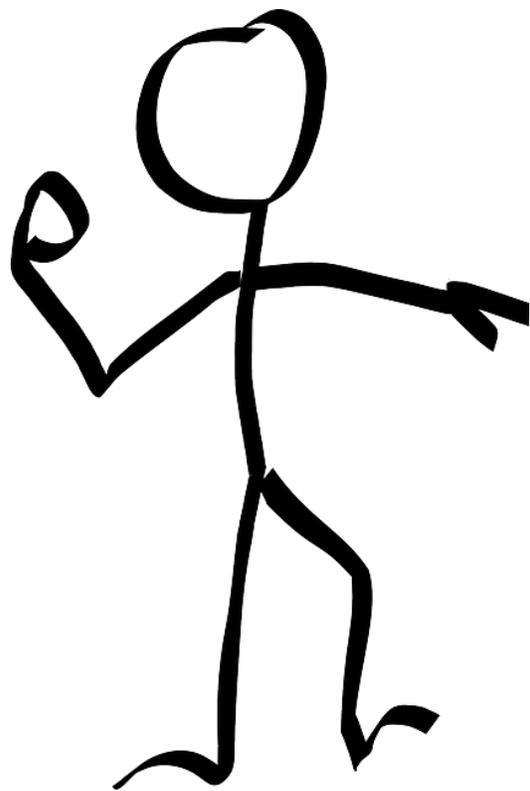


Creativity and Innovation

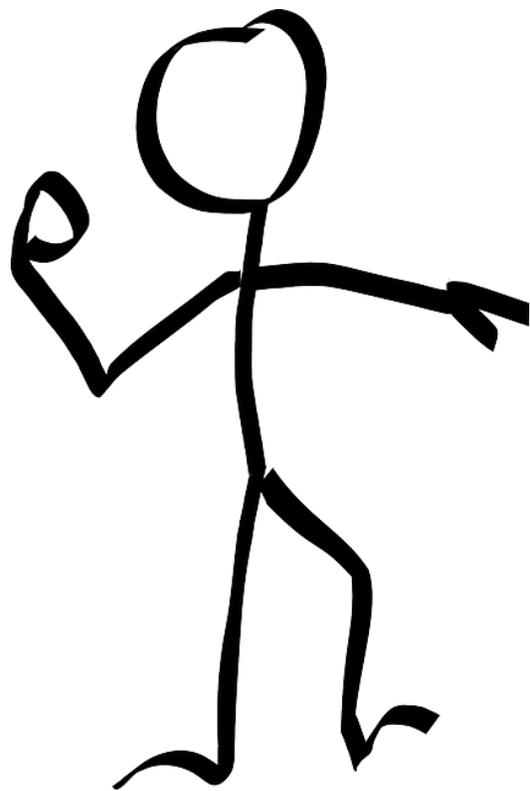


Time and Task Management for Creativity and Innovation

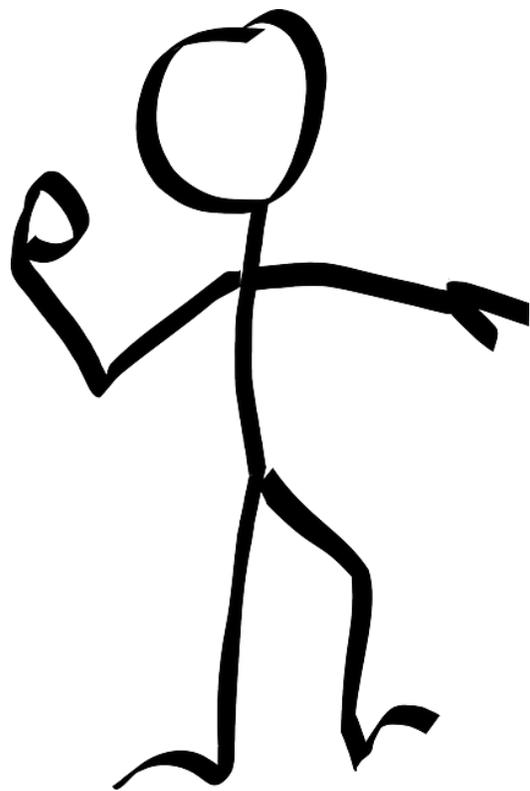




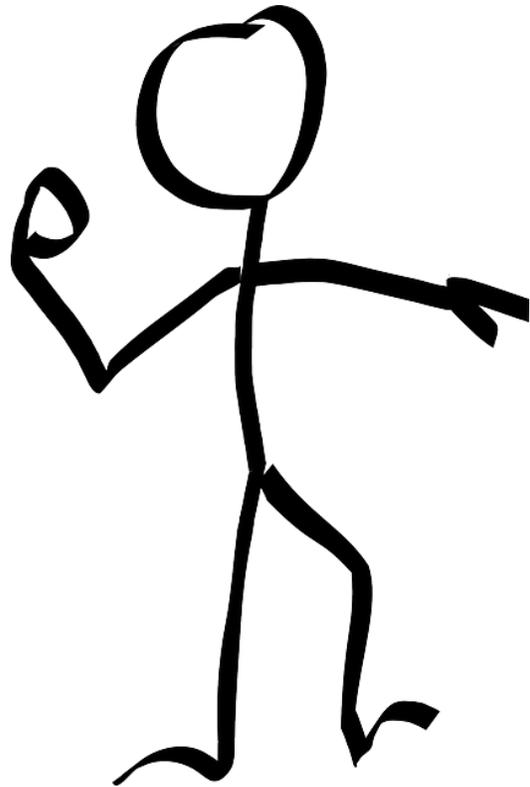
This is Andy.



Andy is creative.



Andy is a creative librarian.

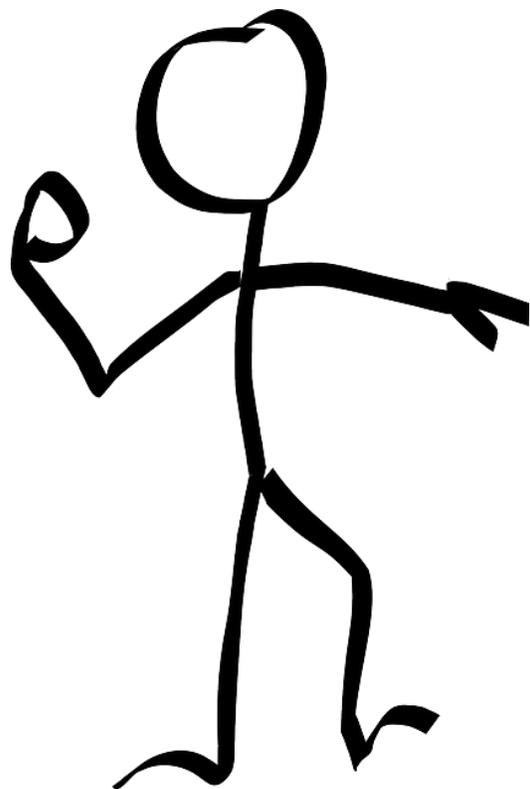


Andy is a creative librarian.

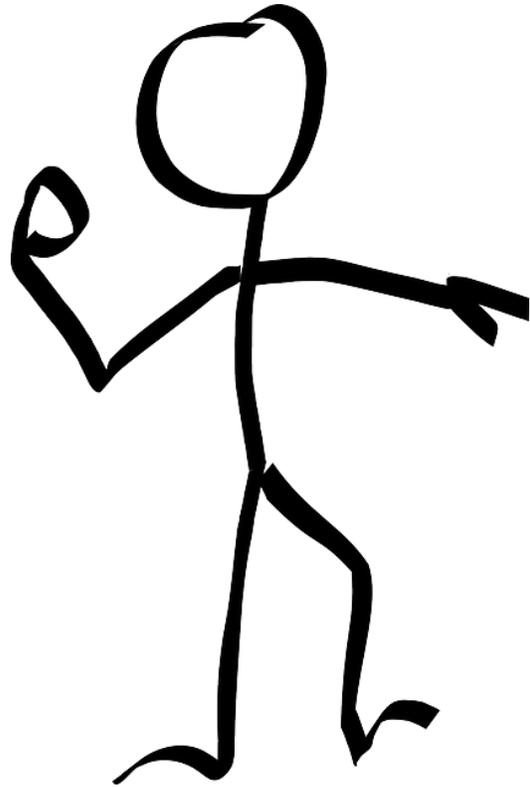
Innovative programs

Great solutions to problems

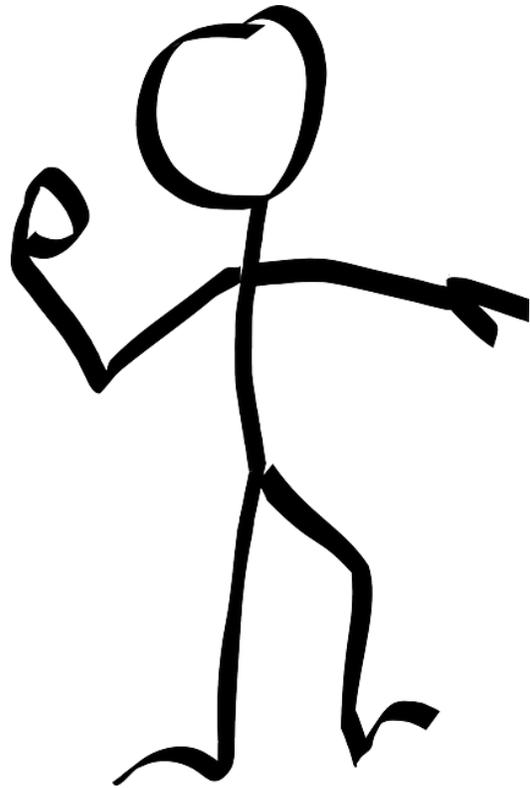
Creative displays



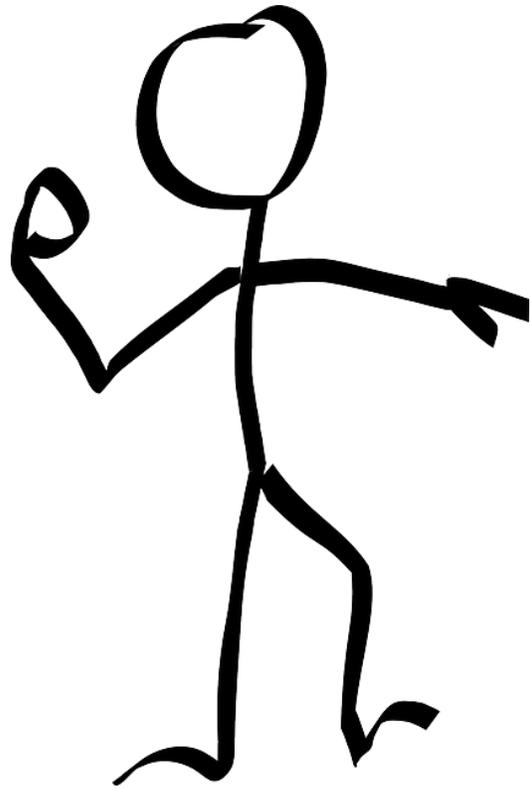
This is Taylor.



Taylor has great time management skills.



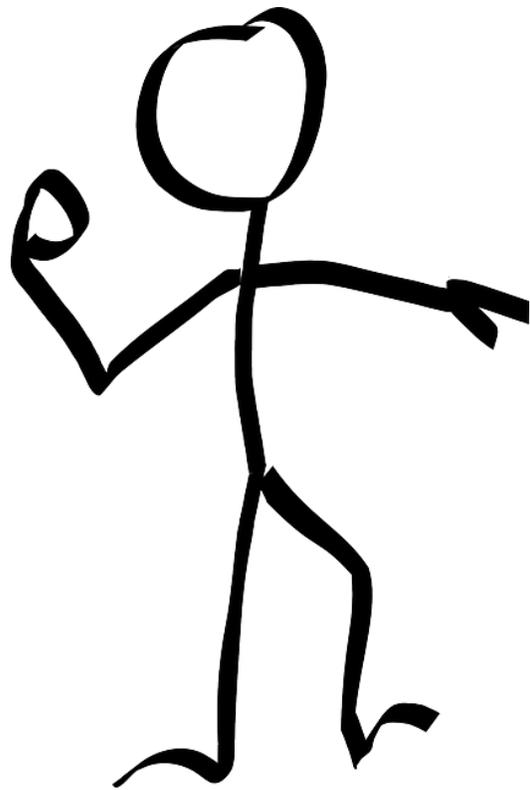
Taylor is great at
managing work time
at the library.

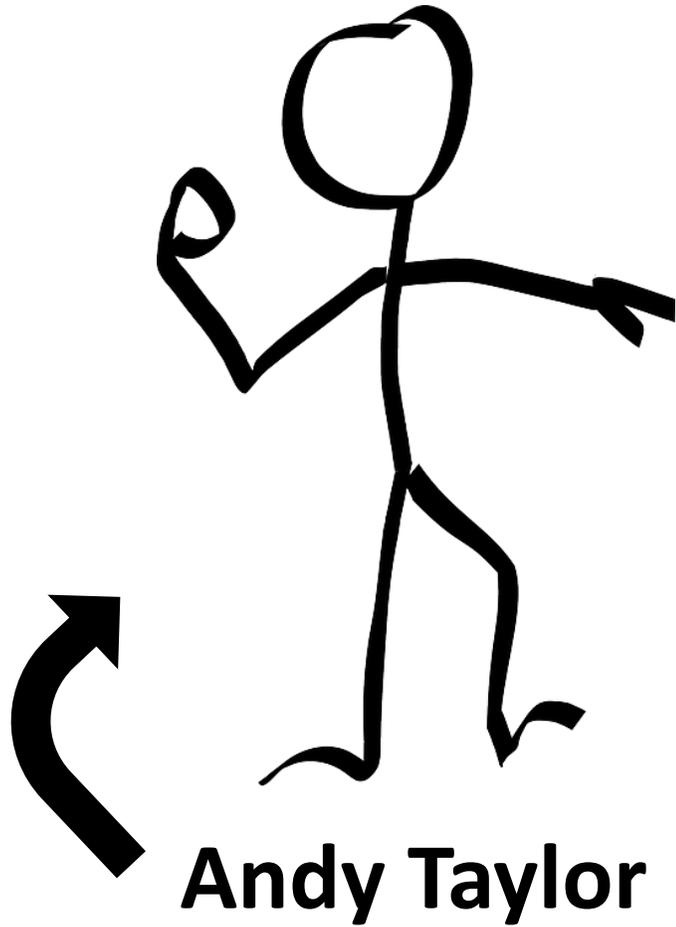


Taylor is great at
managing work time
at the library.

Gets things done.

Good follow-through.





Andy and Taylor are
the same person!



*"Genius is one percent
inspiration and 99 percent
perspiration."*

Thomas Edison



Idea + Implementation = **Innovation**

Creativity is **thinking up** new things.

Innovation is **doing** new things.

- services
- programming
- instruction
- collections
- facilities
- technologies
- collaboration between libraries, or between libraries and other types of institutions
- roles of library staff
- reaching out to and engaging library users and non-users

New

Rejuvenated

Remodeled

Revamped

Reworked

Redefined

- services
- programming
- instruction
- collections
- facilities
- technologies
- collaboration between libraries, or between libraries and other types of institutions
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New

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- services
- programming
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- facilities
- technologies
- collaboration between libraries, or between libraries and other types of institutions
- roles of library staff
- reaching out to and engaging library users and non-users

**to better meet
the needs of
users.**



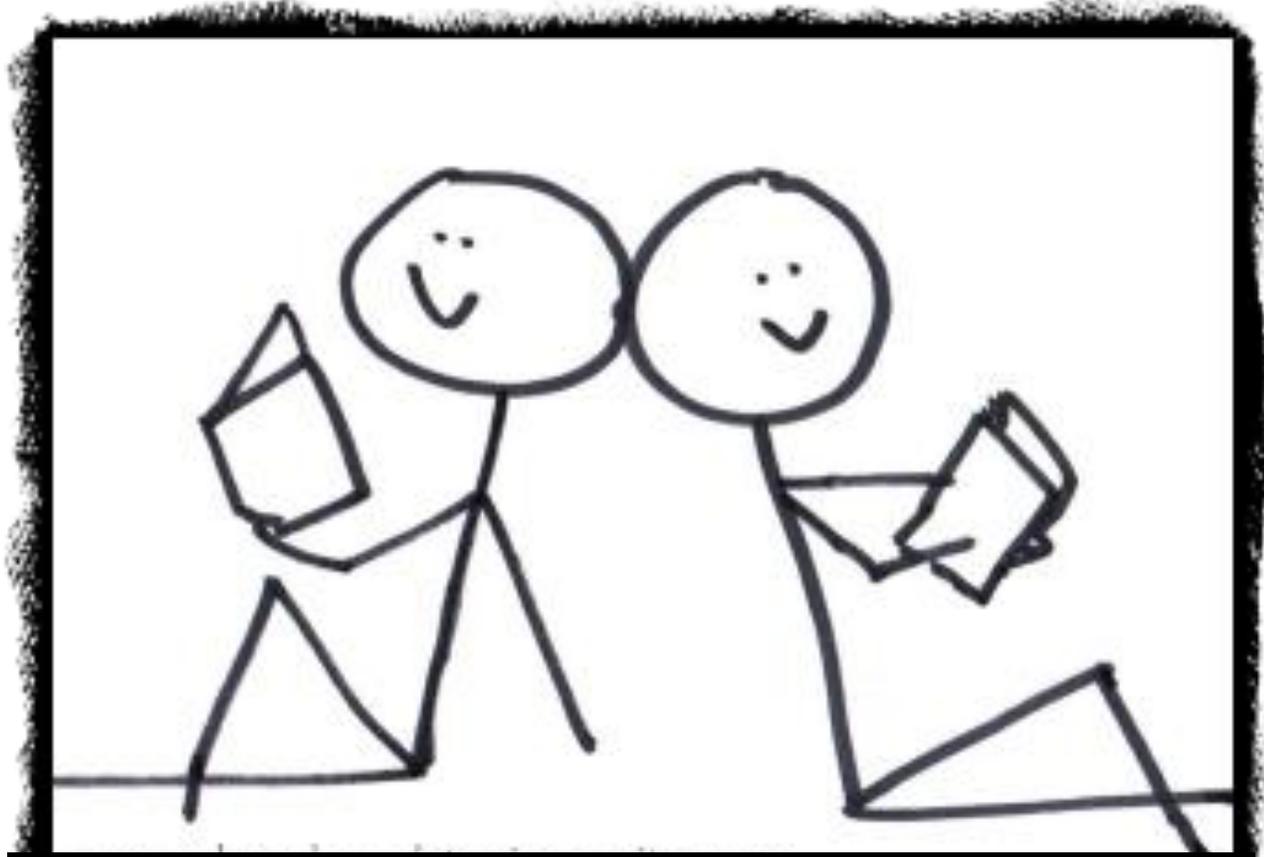
*"Library innovation is 5 percent
creativity and 95 percent
time/task management."*



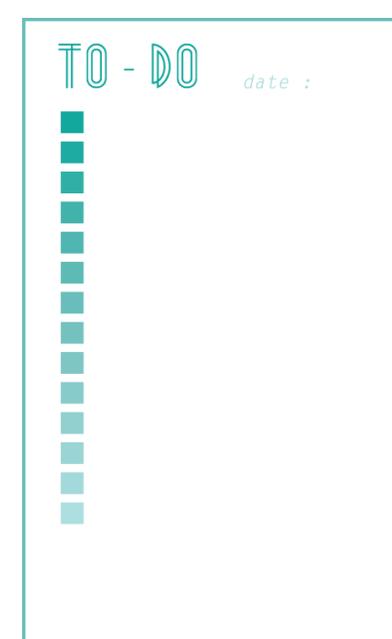
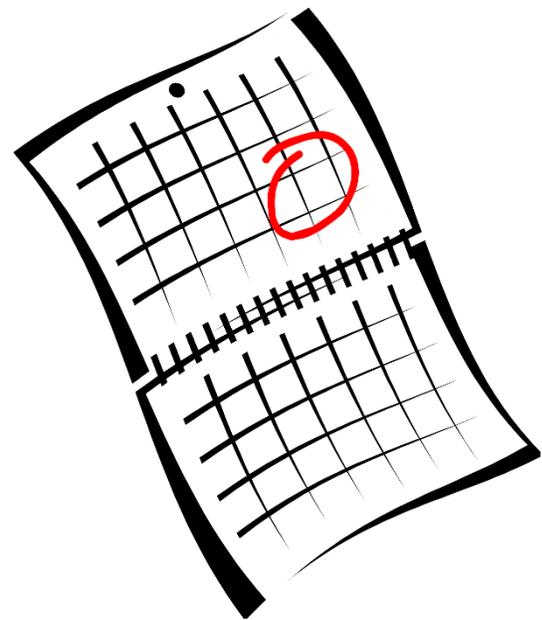
I'm just not creative!



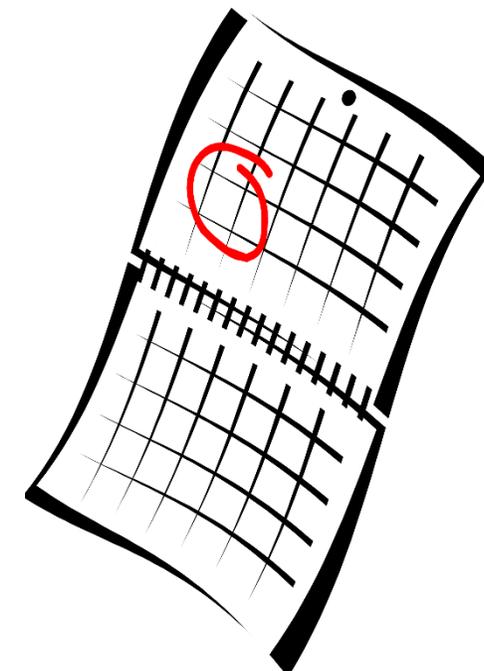
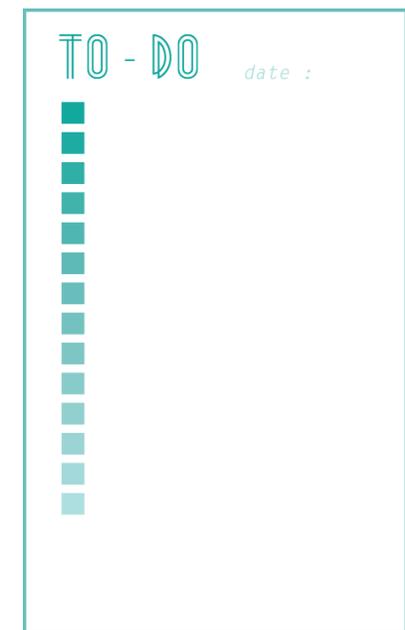
I'm just not good at
time management!

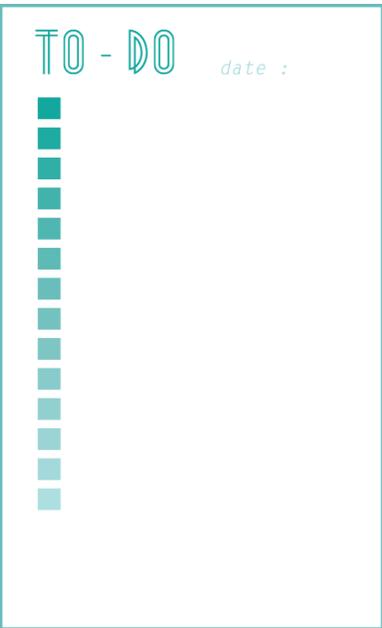
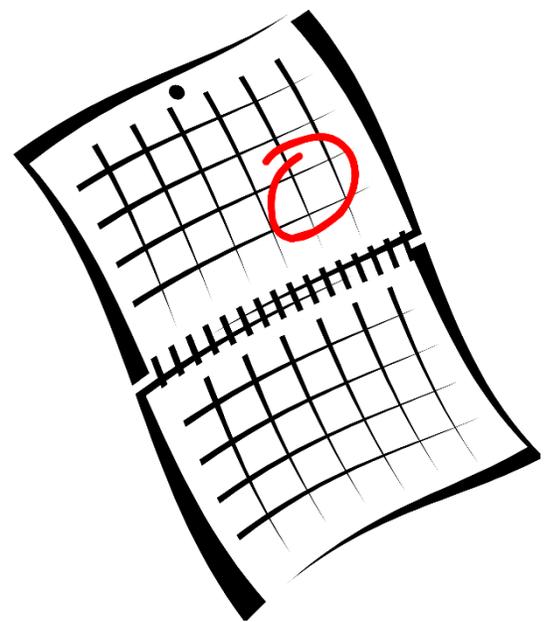


Good news! These are things
that can be learned.

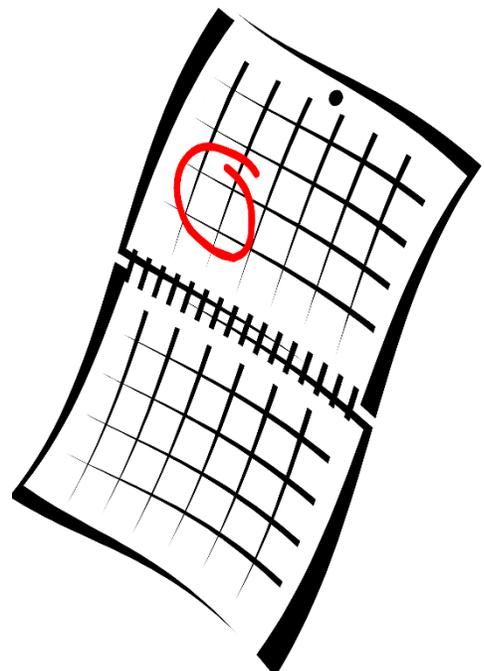


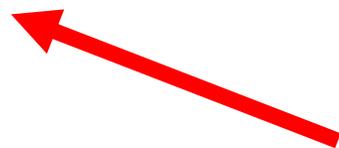
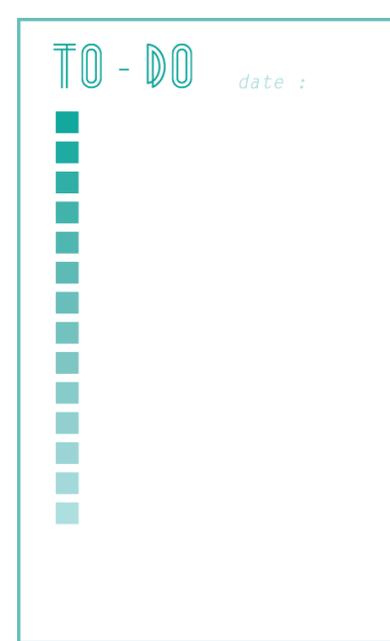
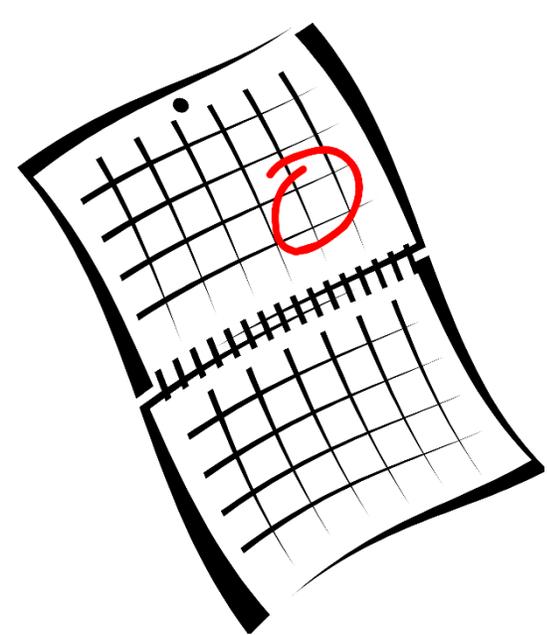
3 Basic Tools for **Time** and **Task** Management



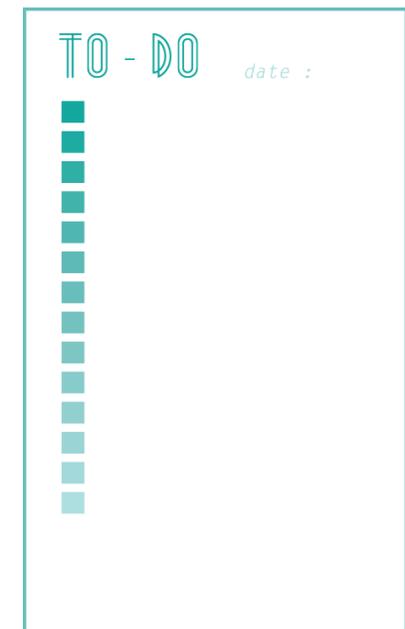
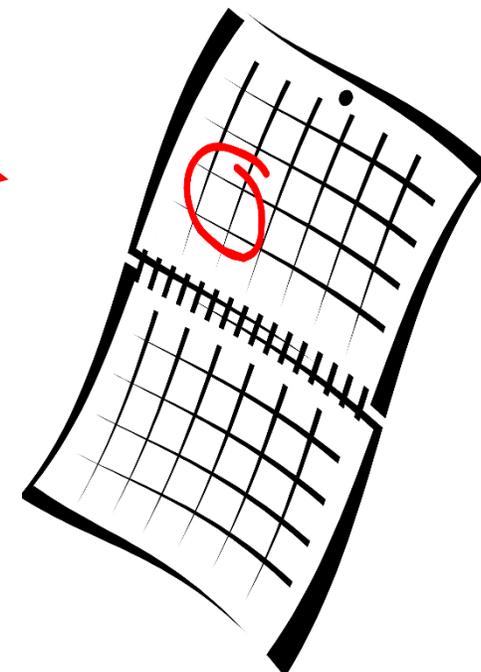


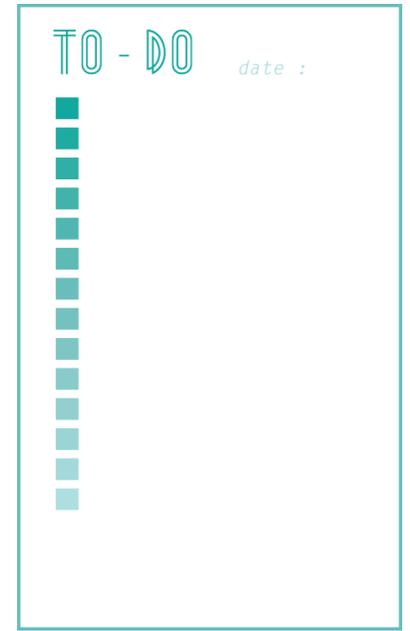
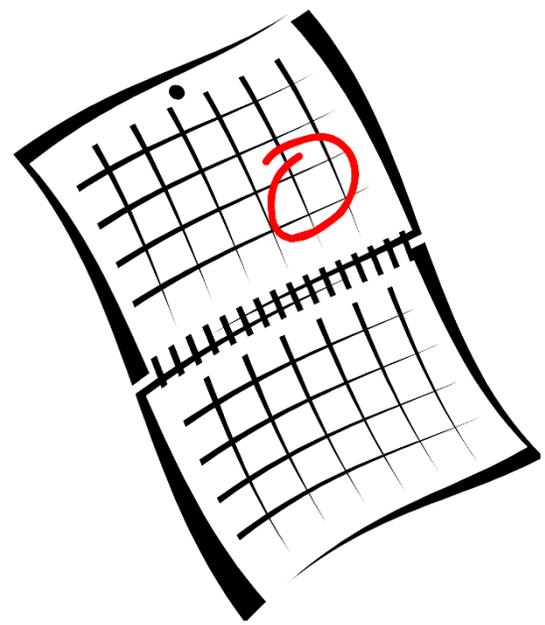
clocks



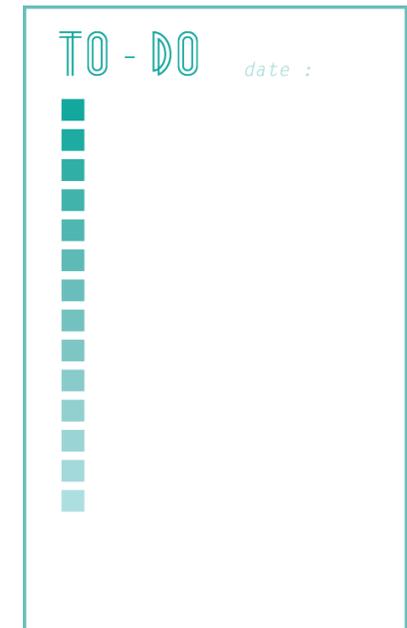
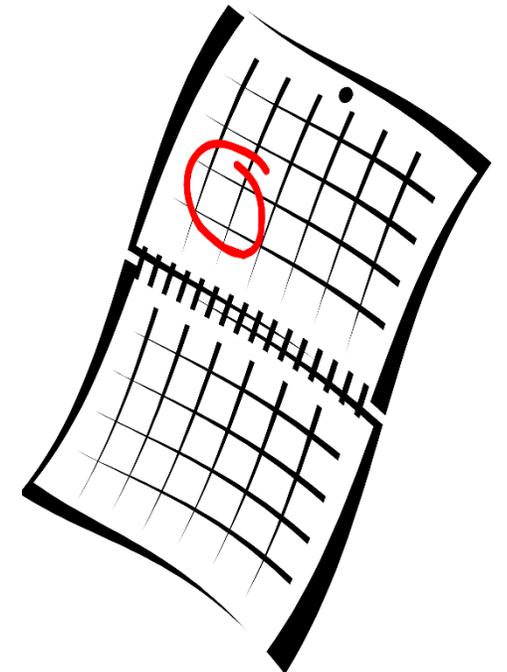
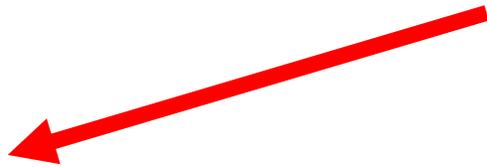


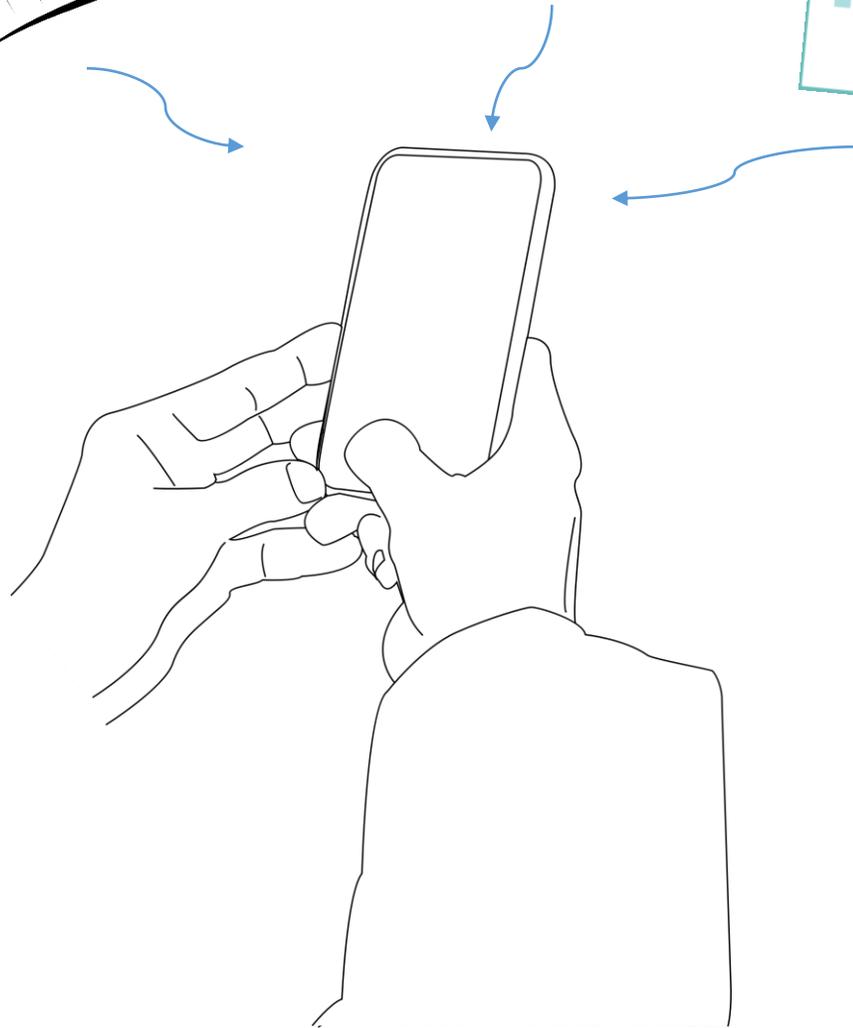
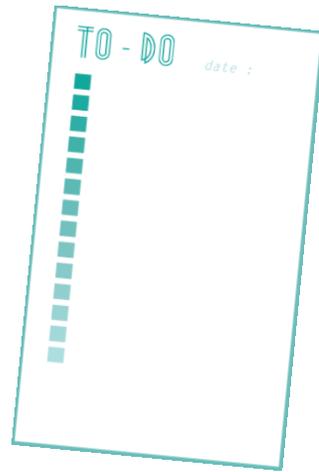
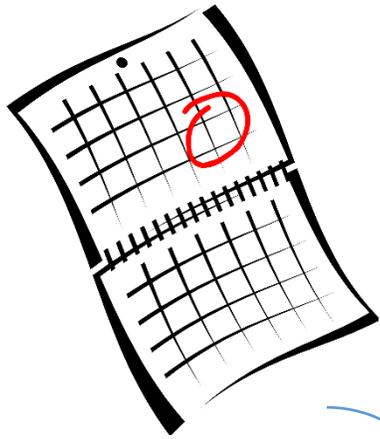
calendars

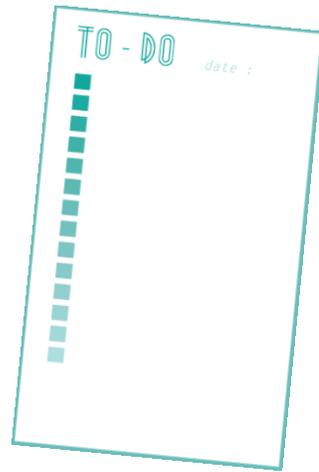
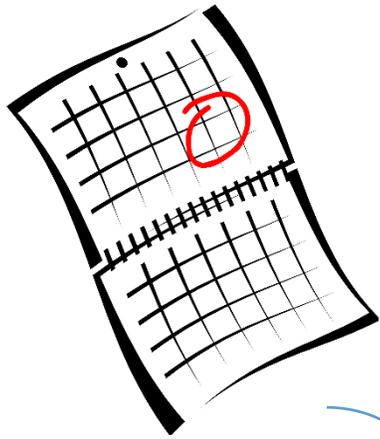


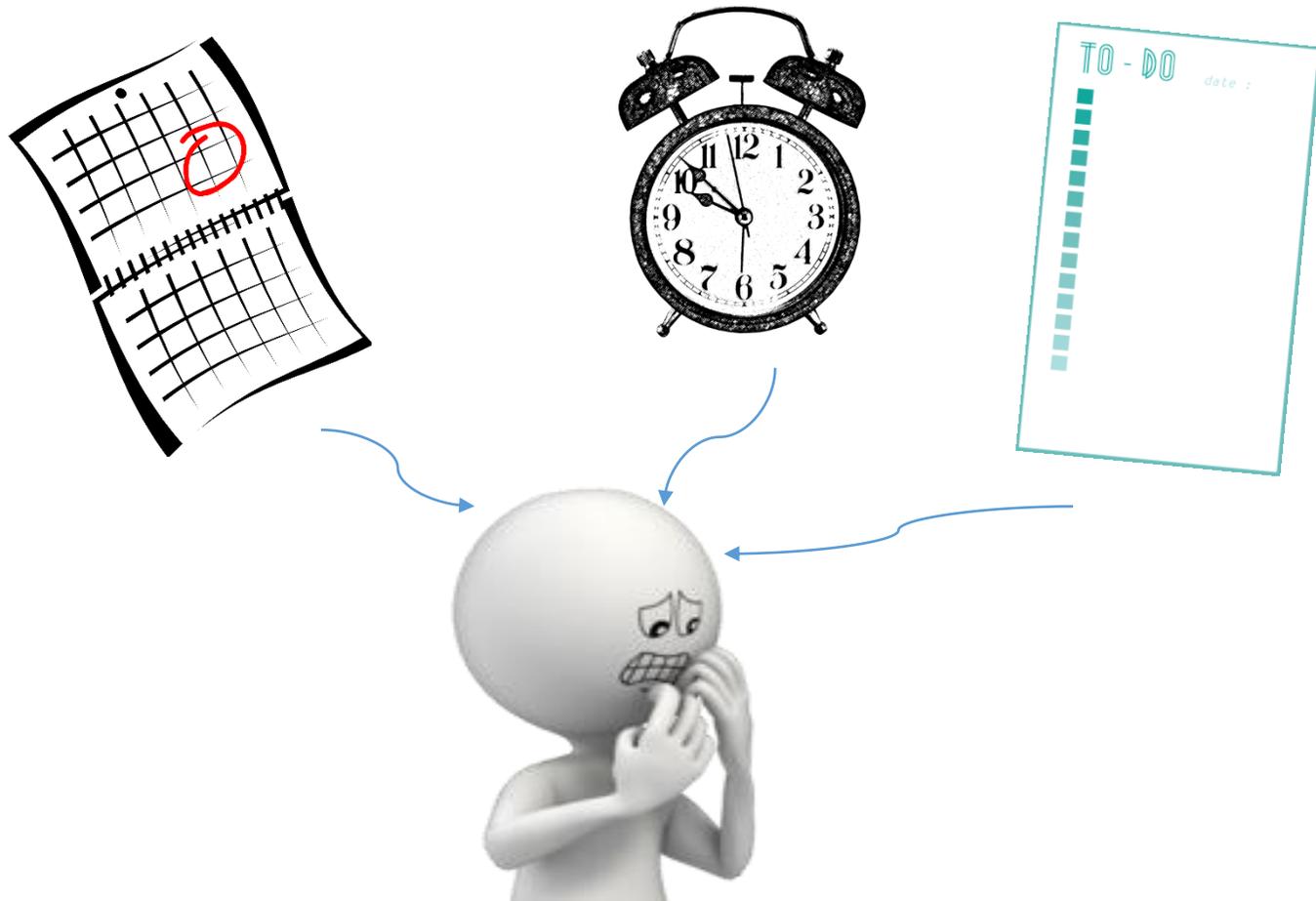


to-do lists









- **What tools do you use...?**
- **Do you merge professional and personal or keep separate?**
- **Do you use any shared calendars, to do lists, etc.?**
- **Do you feel on top of things...or a little overwhelmed... or very overwhelmed?**

Recipe For Success

Ingredients:

1 Teaspoon of Ideas

1/2 Cup of Goodwill

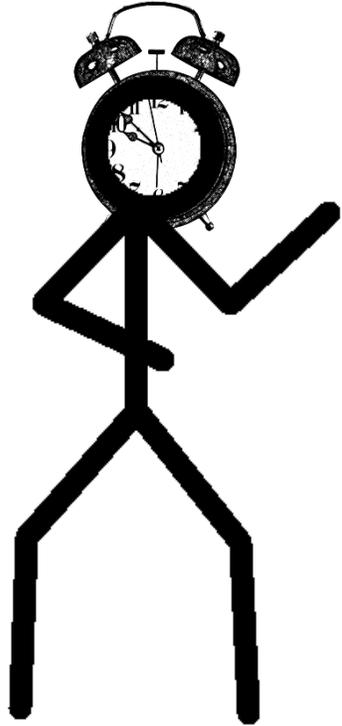


F I GB USA MEX

**ONE SIZE
DOES NOT
FIT ALL**

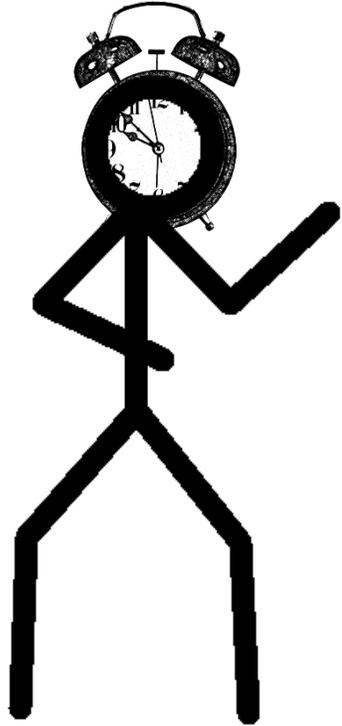


Von links bügeln/ Iron inside out/
repasser sur l'envers /只熨反面



“There’s just never enough time.”

“I wish I had time to...”

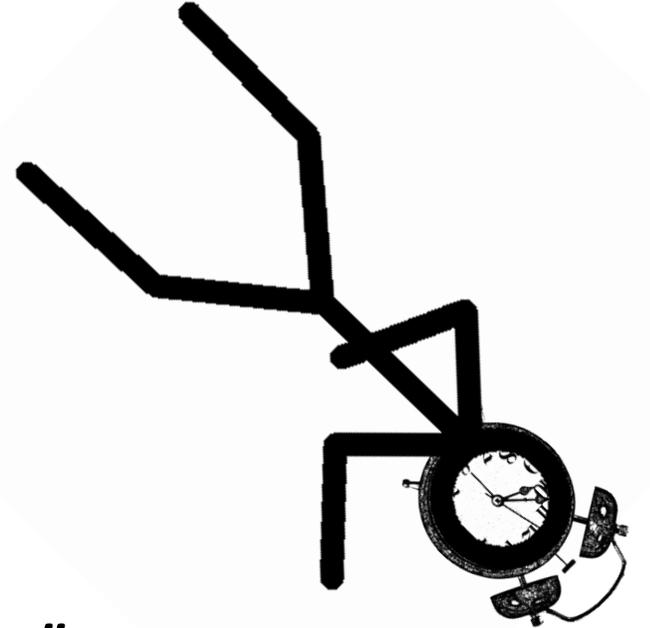


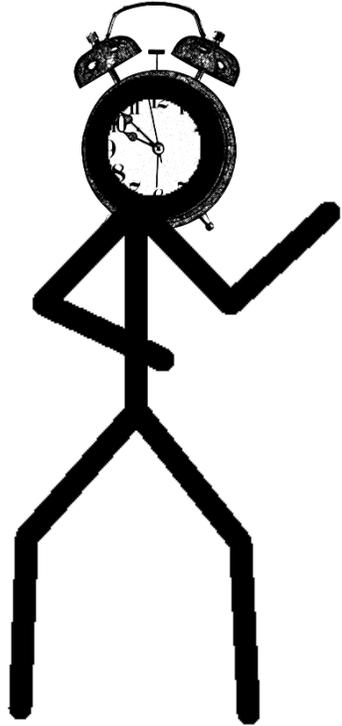
“There’s just never enough time.”

“I wish I had time to...”

“I’m running late.”

“I’m in a hurry today.”





“There’s just never enough time.”

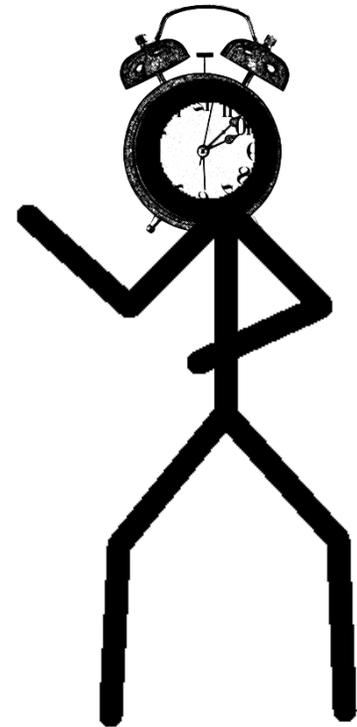
“I wish I had time to...”

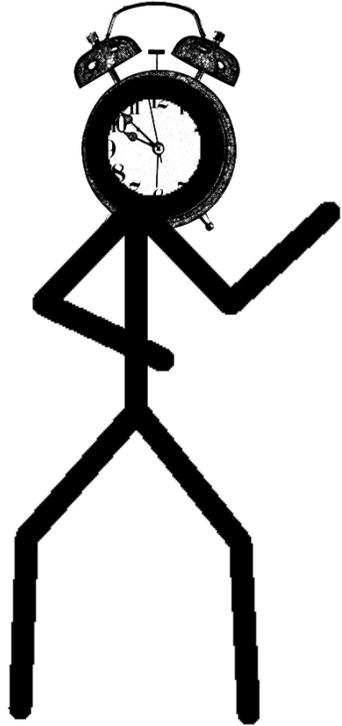
“I’m running late. ”

“Is it Friday yet?”

“I need a vacation!”

“I’m in a hurry today.”





"There's just never enough time."

"I wish I had time to..."

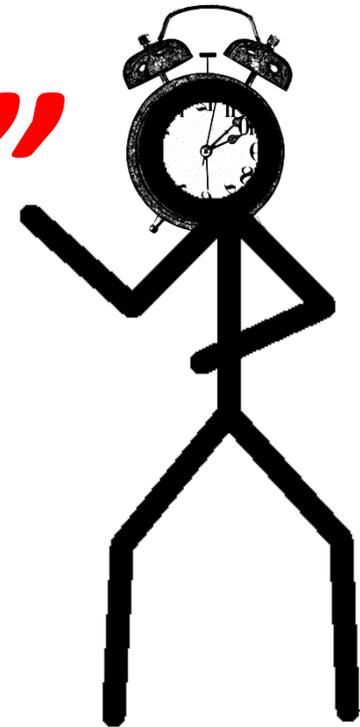
"I'm in a hurry today."

"I'm running late."

"I'm so busy!"

"Is it Friday yet?"

"I need a vacation!"



How do you feel about your work-life balance - that is your ability to have enough time for "work" (your job/career) and "lifestyle" (health, pleasure, leisure, family time)?

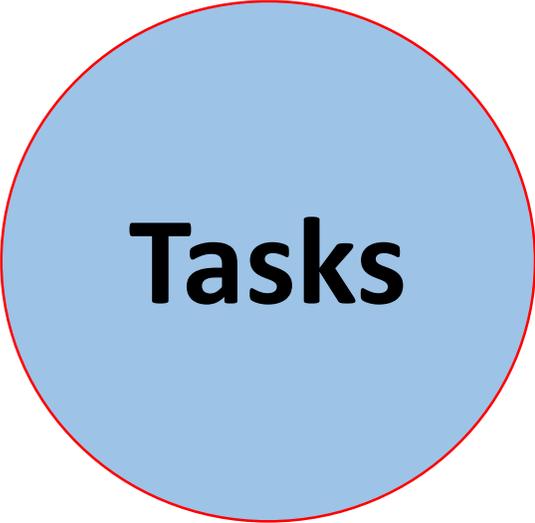
Too much
"work" time ...

Too much
"life" time ...

A good
work--life...

How do you feel about your work-life balance - that is your ability to have enough time for "work" (your job/career) and "lifestyle" (health, pleasure, leisure, family time)?

| | |
|--------------------------|------------|
| Too much "work" time ... | 43% |
| Too much "life" time ... | 1% |
| A good work-life... | 50% |



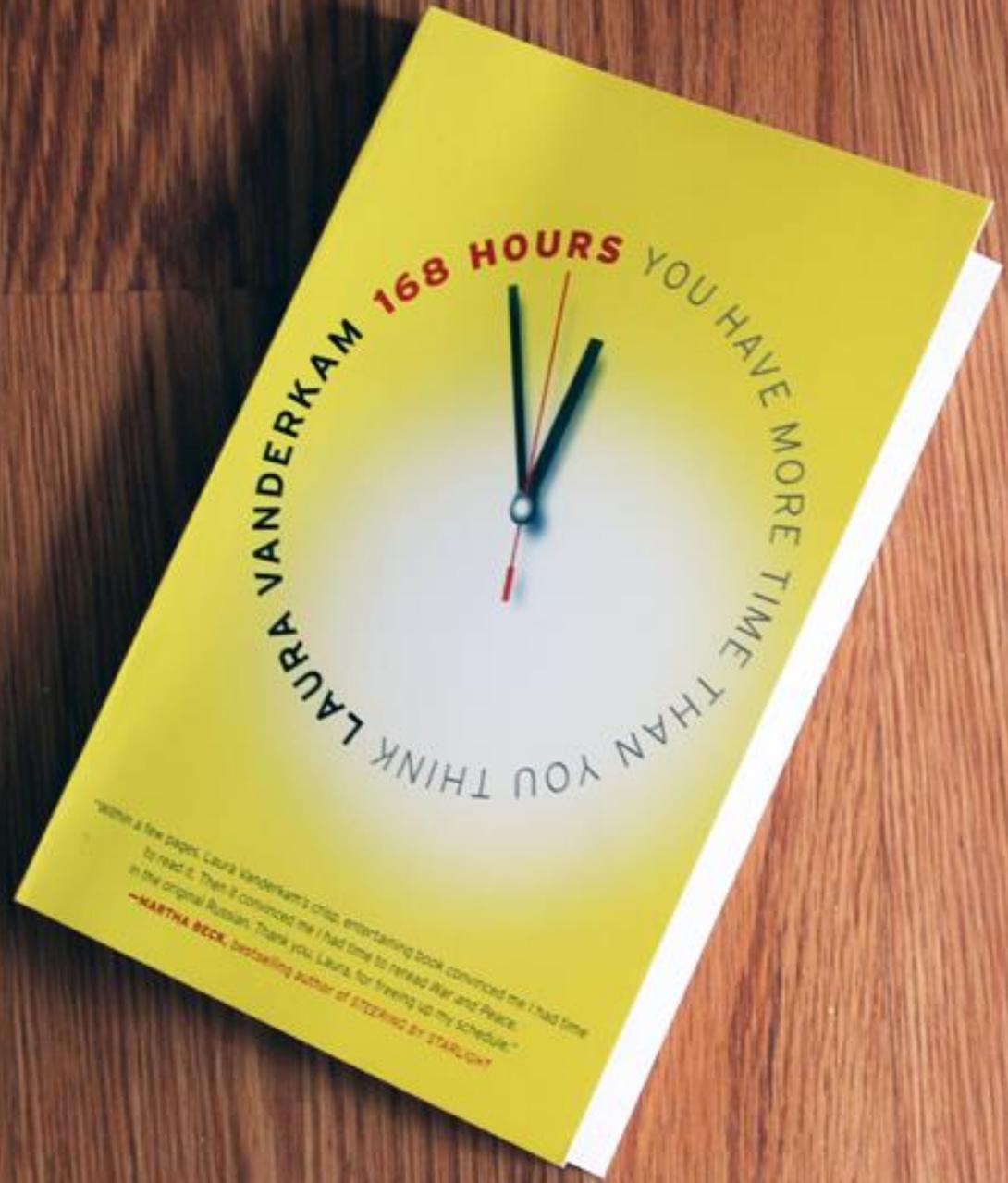
Tasks



Priorities

How will you
spend your 168
hours?

$$24 \times 7 = 168$$



How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

The Toggl logo, consisting of a red circle with a white power button symbol inside, followed by the word "toggl" in a bold, lowercase, sans-serif font.

How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| | | | | |
| | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

 **RescueTime**

<https://www.rescuetime.com/>

How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

**Tasks, Energy
Level, Focus...**

How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

Surprises?

How will you
spend your 168
hours?

$$24 \times 7 = 168$$

Time Management Worksheet

| Time | Sunday | Monday | Tuesday | Wednesday |
|-------|--------|--------|---------|-----------|
| 7:00 | | | | |
| 8:00 | | | | |
| 9:00 | | | | |
| 10:00 | | | | |
| 11:00 | | | | |
| 12:00 | | | | |
| 1:00 | | | | |
| 2:00 | | | | |
| 3:00 | | | | |
| 4:00 | | | | |
| 5:00 | | | | |
| 6:00 | | | | |

Most productive time of day?

Most creative time of day?





<http://pomodorotechnique.com>



Priorities



Priorities

“I don’t have time for that.”



Priorities

“I don’t ~~have~~ time for that.”

“That’s not a priority right now.”

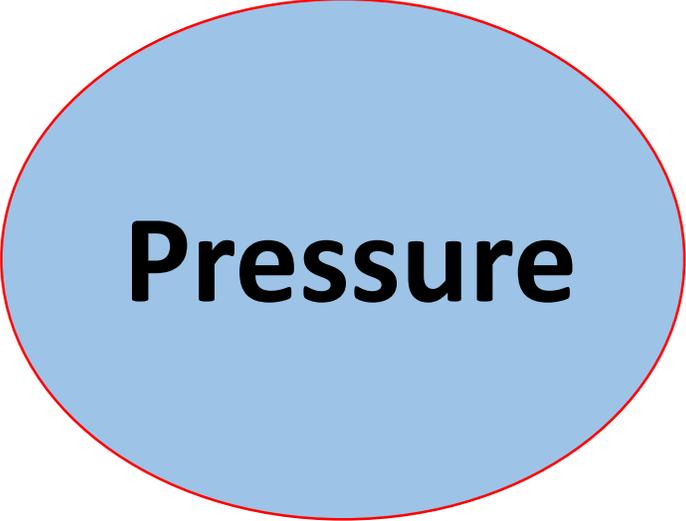
**FIND
YOUR
PURPOSE**



How do you feel
when you have
too much time
on your hands?

How do you feel
when you have
too much time
on your hands?





Pressure

Pressure



On your game



Your groove

One a scale of 1 (not a challenge) to 6 (extremely challenging), please rate how much each of these is a challenge for you and your effective management of time and tasks:

Procrastination

Perfectionism

Distractions

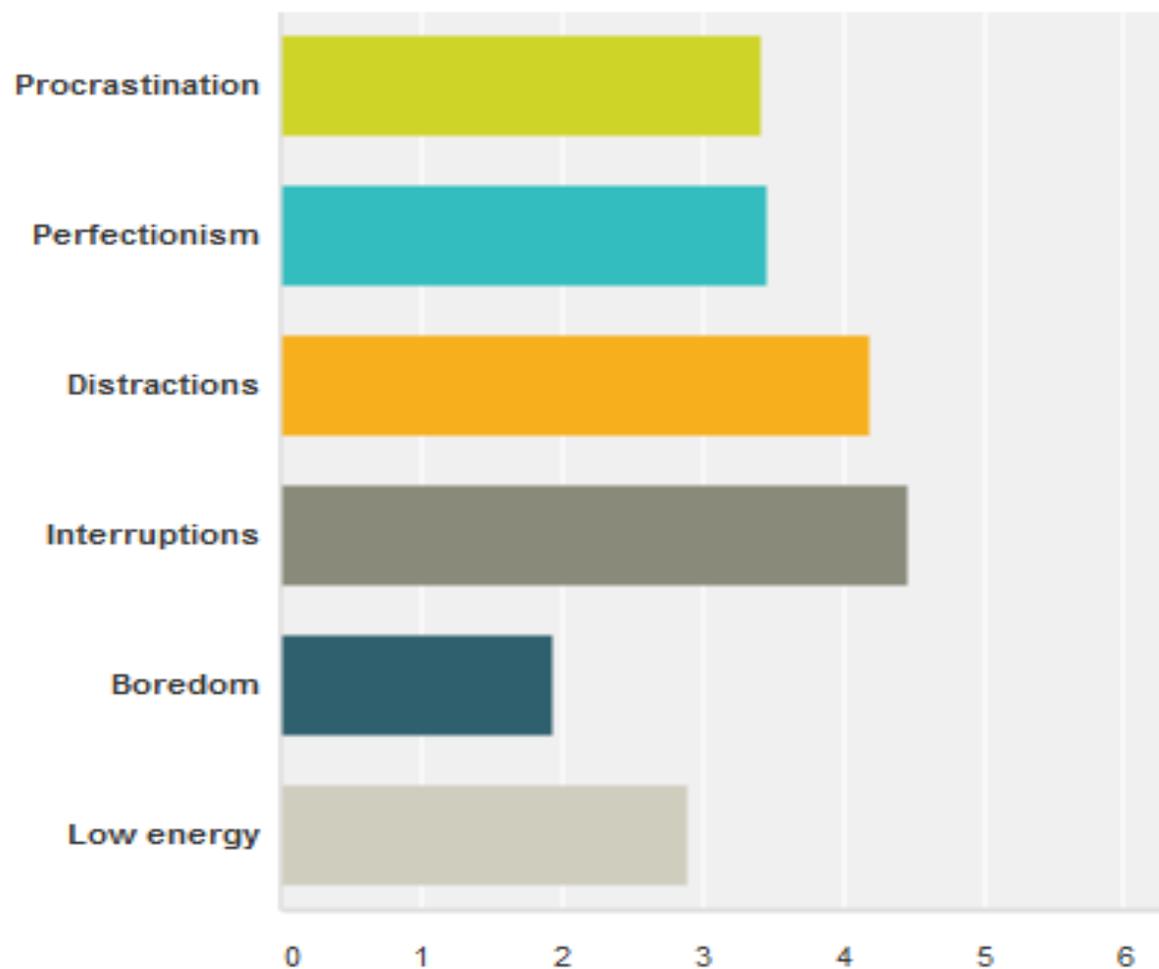
Interruptions

Boredom

Low energy



One a scale of 1 (not a challenge) to 6 (extremely challenging), please rate how much each of these is a challenge for you and your effective management of time and tasks:



Distraction: a thing that prevents someone from giving full attention to something else

Interruption: an act or sound that interrupts someone or something

facebook

Distraction: a thing that prevents someone from giving full attention to something else

Interruption: an act or sound that interrupts someone or something



facebook

Distraction: a thing that prevents someone from giving full attention to something else

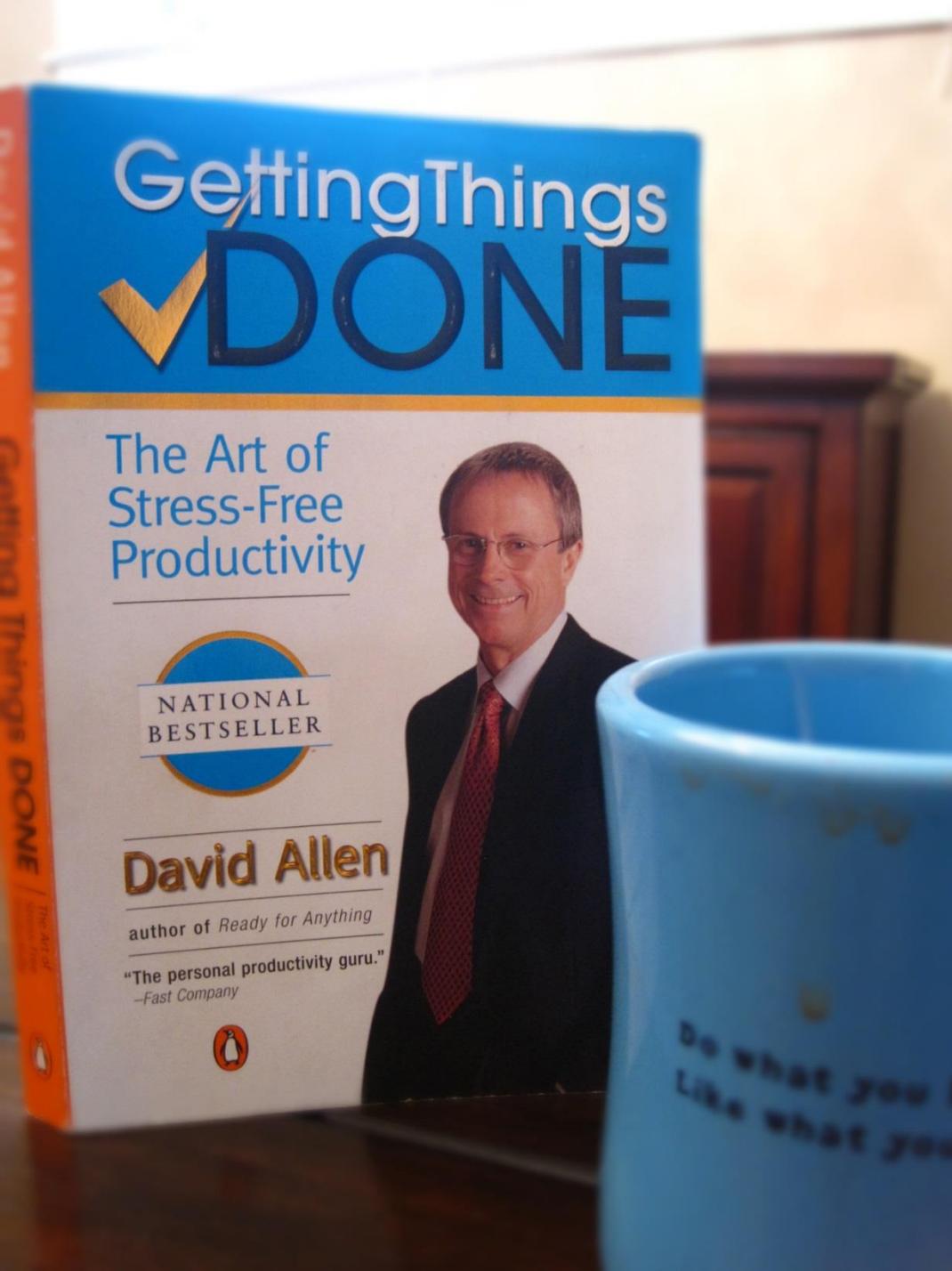


Interruption: an act or sound that interrupts someone or something



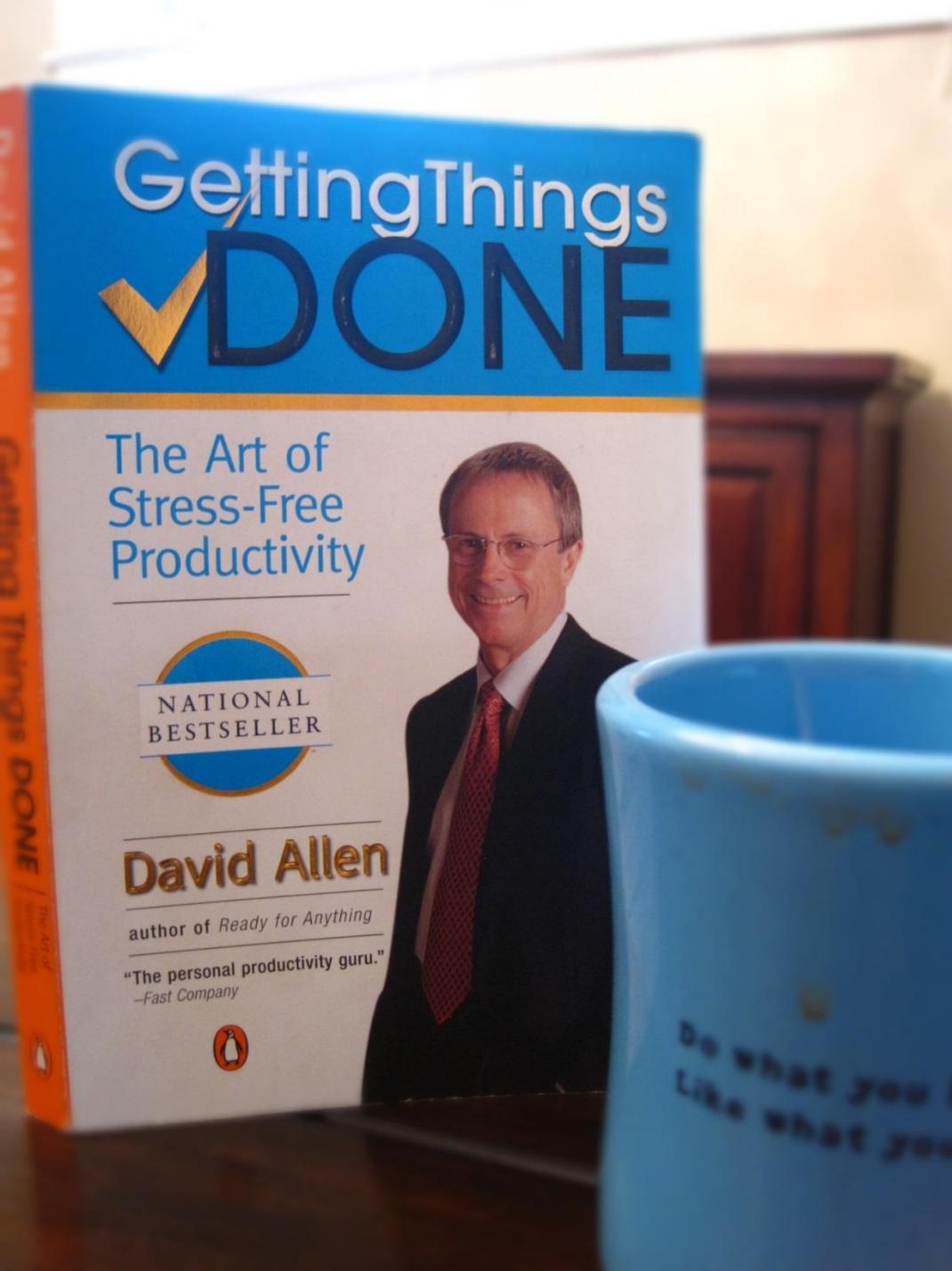
Goal when learning about time and task management?

- Feel less **stressed**
- Feel more **effective**



Do you want to
be more
productive?

A system to help you GTD



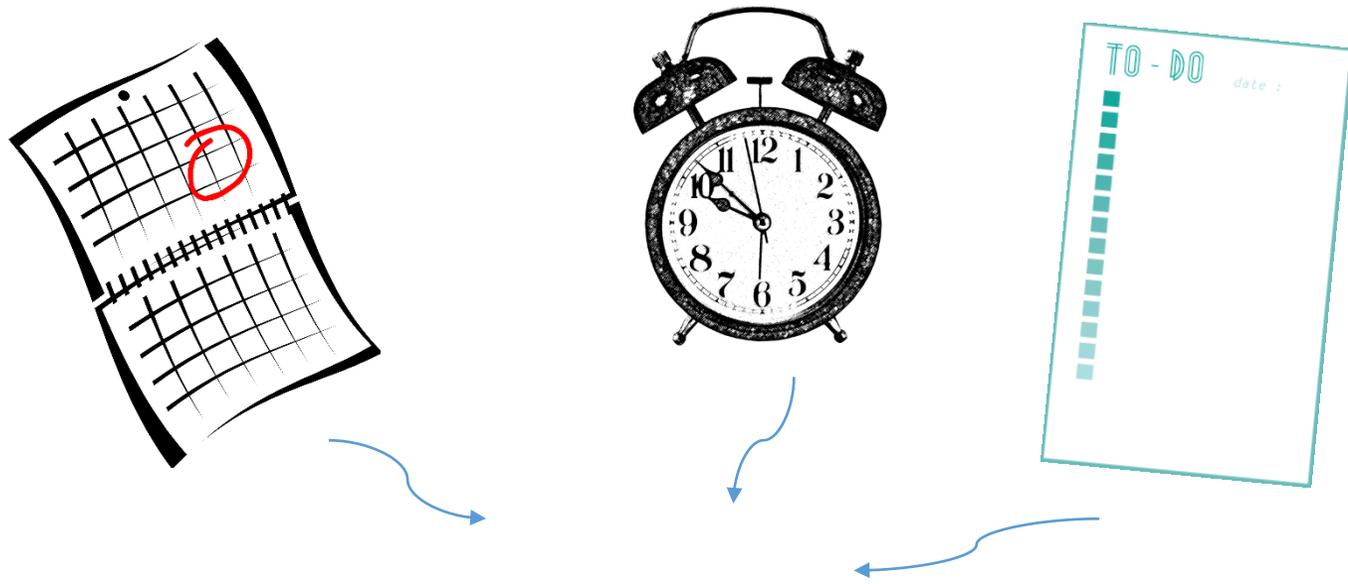
Do you want to
be more
productive?

Clear out the unnecessary mental clutter caused by trying to keep track of your commitments in your head.

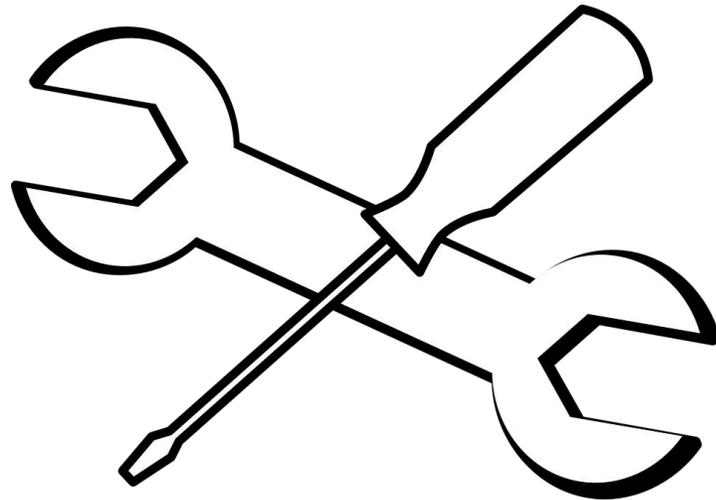
A system to help you GTD

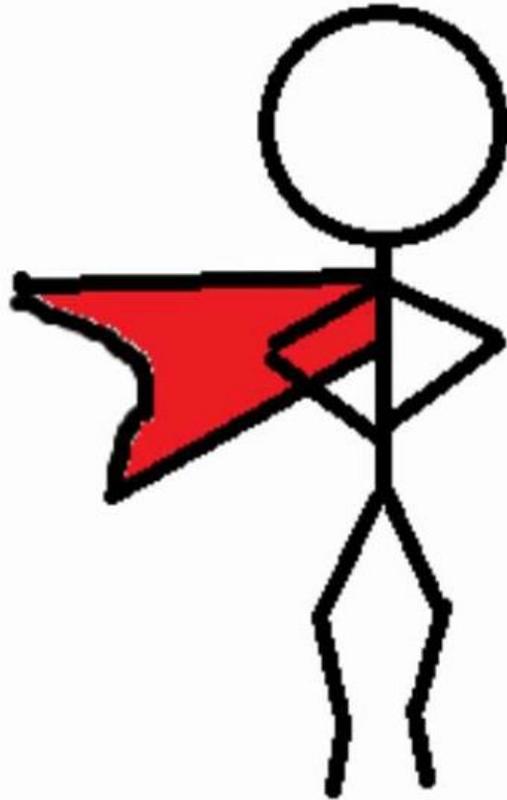
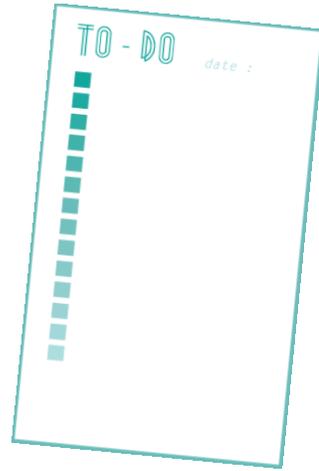
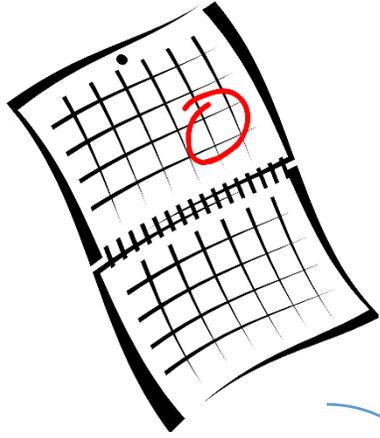
Goal when learning about time and task management?

- Feel less **stressed**
- Feel more **effective**
- Be more **innovative**



Innovation





How can I wield my weapons of time/task management for innovation?

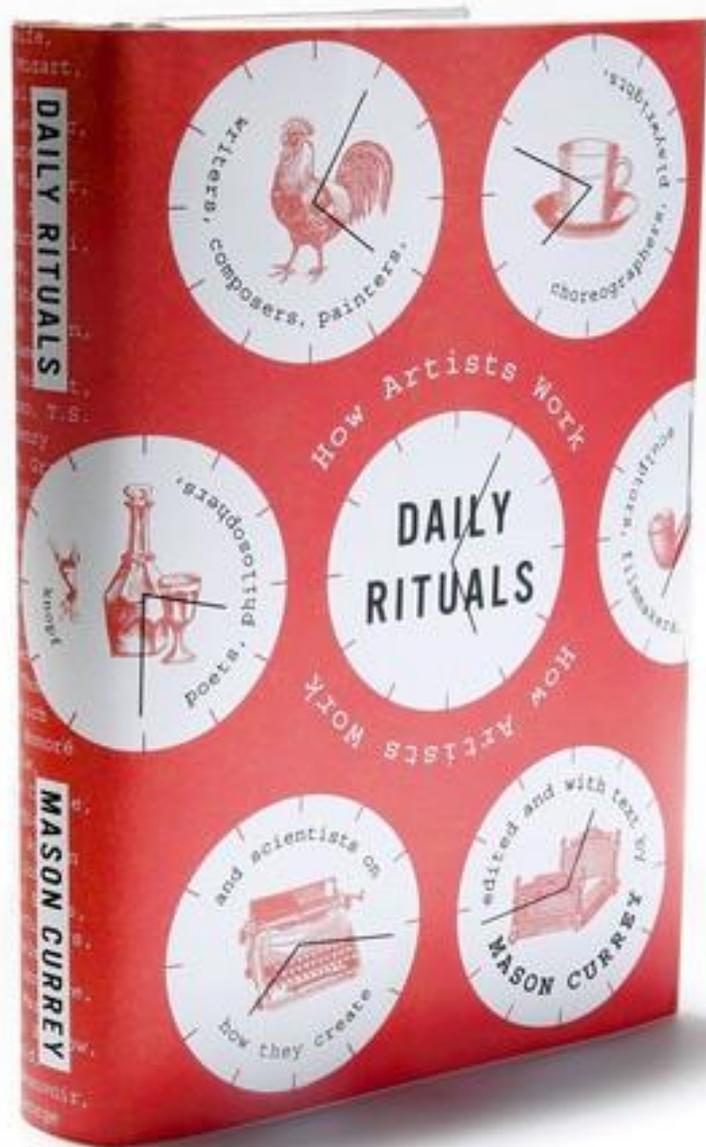


A photograph of a tabby cat curled up in a white bathtub. The cat has green eyes and a white patch on its face. A blue thought bubble is positioned above the cat, containing the text "I do my best thinking in the shower...". The background shows white tiled walls and a showerhead on the right side of the tub.

I do my best
thinking in
the shower....

I do my best
thinking in
the shower....





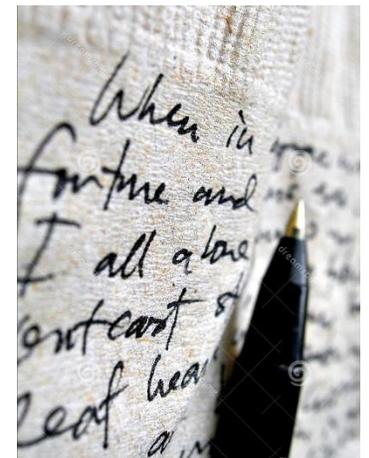
What is your daily ritual?

The daily routines of 161 famous people — including novelists, poets, playwrights, painters, philosophers, scientists, and mathematicians

“I like things to be orderly... For seven years I ate at Bob’s Big Boy. I would go at 2:30, after the lunch rush. I ate a chocolate shake and four, five, six, seven cups of coffee – with lots of sugar. And there’s lots of sugar in that chocolate shake. It’s a thick shake. In a silver goblet. I would get a rush from all this sugar, and I would get so many ideas! I would write them on these napkins. It was like I had a desk with paper. All I had to do was remember to bring my pen, but a waitress would give me one if I remembered to return it at the end of my stay. I got a lot of ideas at Bob’s.”



David Lynch



He rose at 7:00, had breakfast at 8:00, and was in his study by 9:00. He stayed there until 2:00, taking a brief break for lunch with his family.... On an ordinary day he could complete about two thousand words in this way, but during a flight of imagination he sometimes managed twice that amount.

After lunch Dickens left his desk for a vigorous three-hour walk through the countryside or the streets of London, continuing to think of his story.

He had dinner at 6:00 and then spent the evening with family and friends before going to bed at midnight.

“No city clerk was ever more methodical or orderly than he...”



Charles Dickens

I get up about five... I get in my car and drive off to a hotel room: I can't write in my house, I take a hotel room and ask them to take everything off the walls so there's me, the Bible, Roget's Thesaurus and some good, dry sherry and I'm at work by 6:30. I write on the bed lying down – one elbow is darker than the other, really black from leaning on it – and I write in longhand on yellow pads. Once into it, all disbelief is suspended, it's beautiful...

After dinner I re-read what I've written... if April is the cruelest month, then eight o'clock at night is the cruelest hour because that's when I start to edit and all that pretty stuff I've written gets axed out.



Maya Angelou

Interruption: an act or sound that interrupts someone or something



Not a bad
thing...

Interruption: an act or sound
that interrupts someone or
something



But if you want to be creative...
if that's a priority... then you
need to be able to concentrate
on that for a period of time.

Interruption: an act or sound
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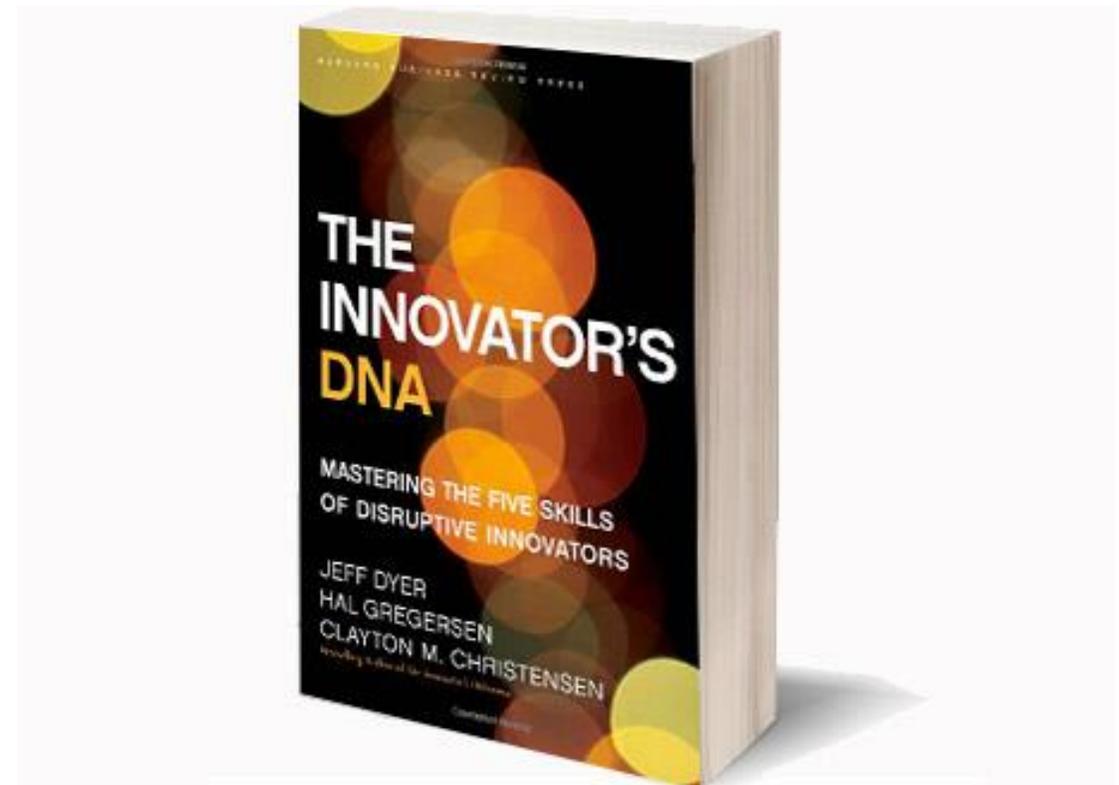
To be **creative**, individuals need to be:

- **actively engaged in focusing on the task or problem**
- **trying to think of new ways to do things**
- **trying to combine seemingly unrelated things to come up with new approaches or solutions**

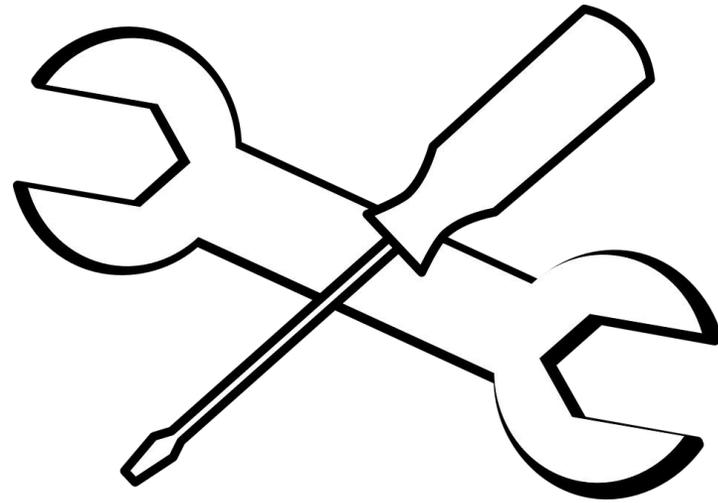
8 Things Innovators Do:

1. Observing... Noticing
2. **Focusing on a problem or task**
3. Questioning
4. **Trying to think of new ways to do things**
5. Combining seemingly disconnected things to come up with new approaches or solutions
6. **Experimenting**
7. Connecting
8. **Collaborating**

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Innovation



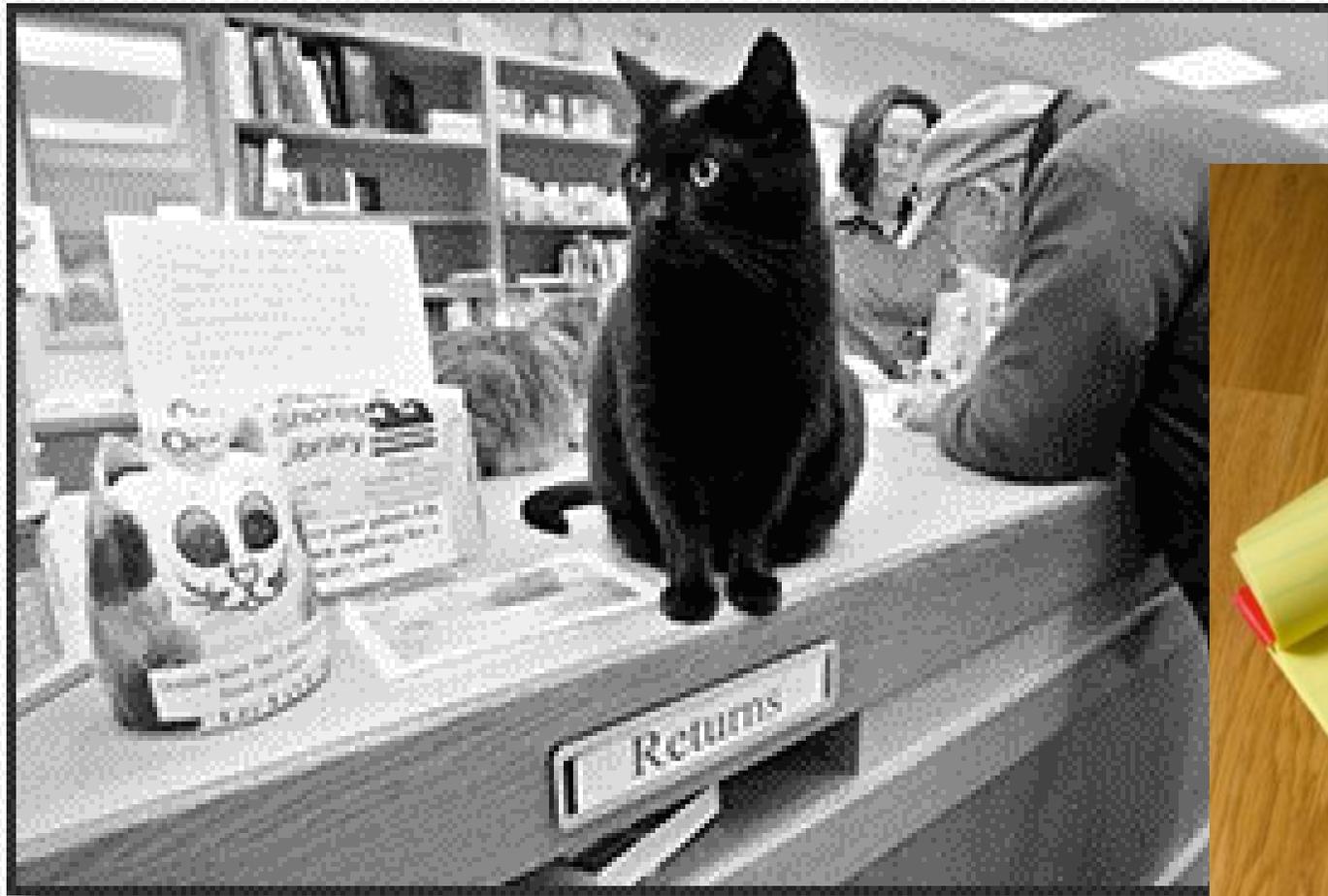
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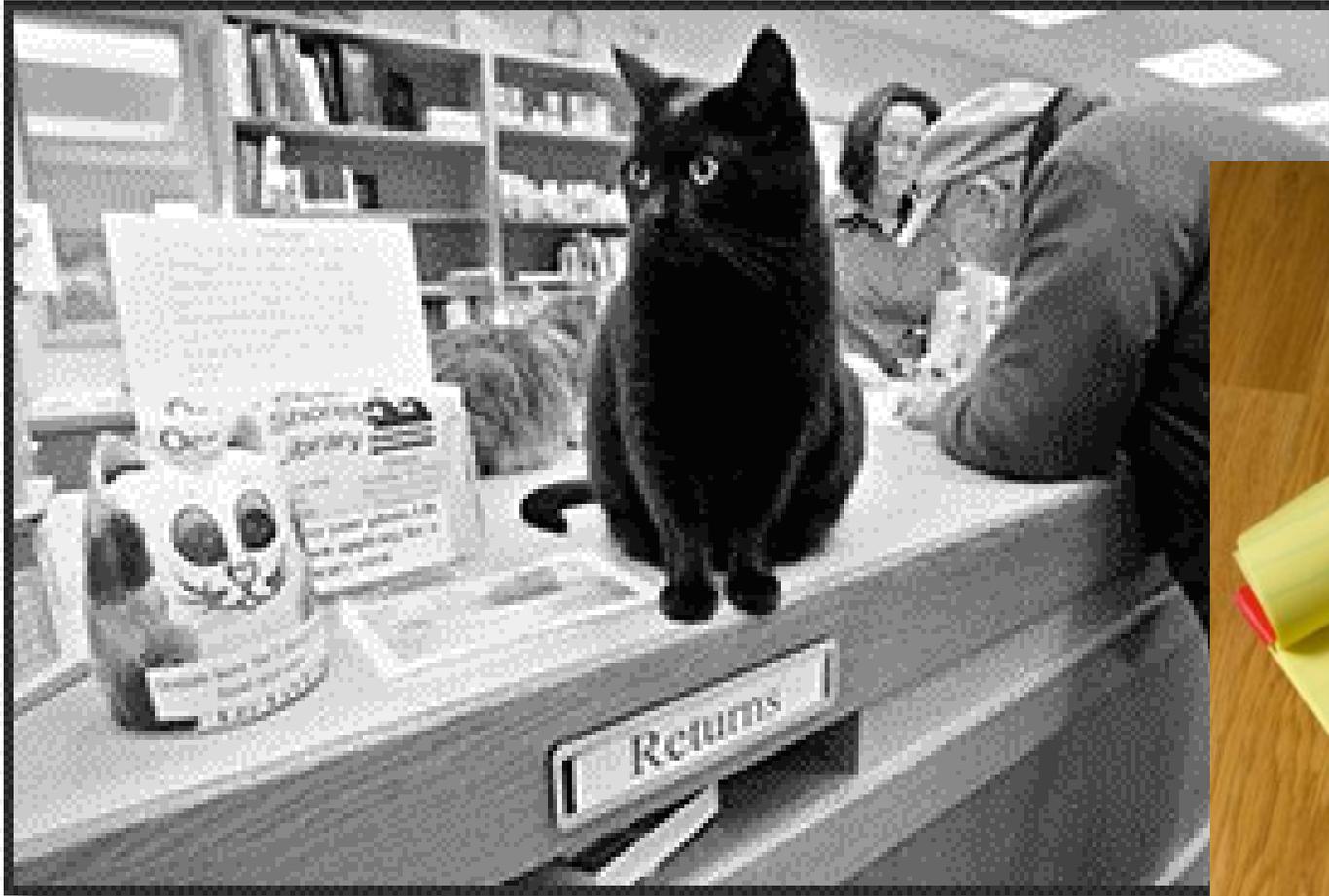
I have great
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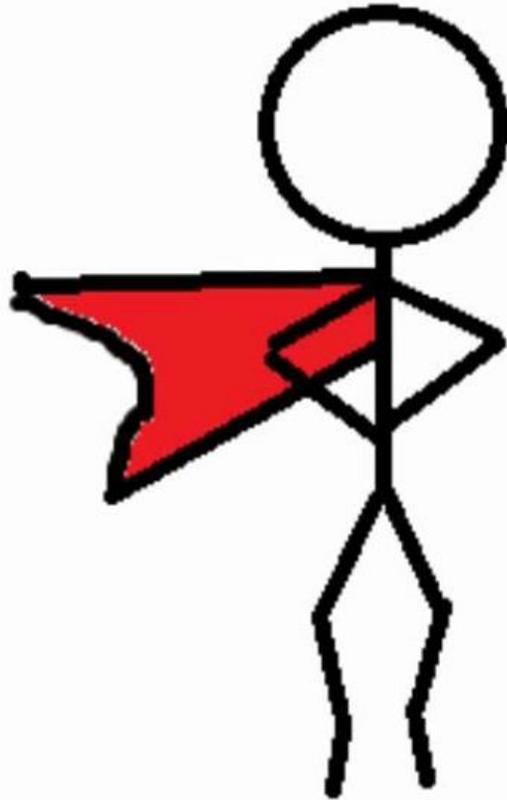
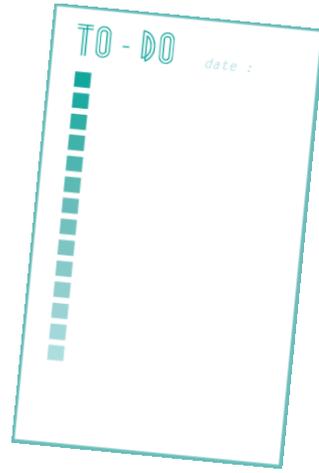
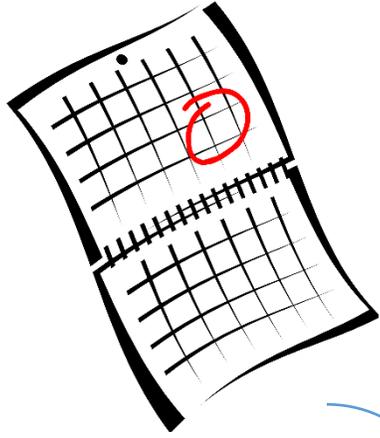


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I have great ideas when situations arise....





How can I wield my weapons of time/task management for innovation?

In a staff meeting, have everyone spend **15 minutes** writing down **questions** about a topic or problem.



What is your library doing to focus on innovation, generating ideas and encouraging problem solving?



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recommended reading

christineCARTER
sociologist · keynote speaker · author

HOME BLOG BOOKS CLASSES COACHING PRESS ROOM SPEAKING MORE TIPS

You Will Never Find Work-Life Balance

TUESDAY, MARCH 8, 2016 - NO COMMENTS » | TAGS:

But you can find your flow.

free