

HR CONNECT
LEADING CHANGE IN A NEW ERA

ME Management in Uncertain tiMEs: Getting Things Done Without Coming Undone

Presented By: Katie McDonald





Katie
MCDONALD

running out of time

wasting time

not having time

killing time

racing against the clock

buying time

blocking time

strapped for time

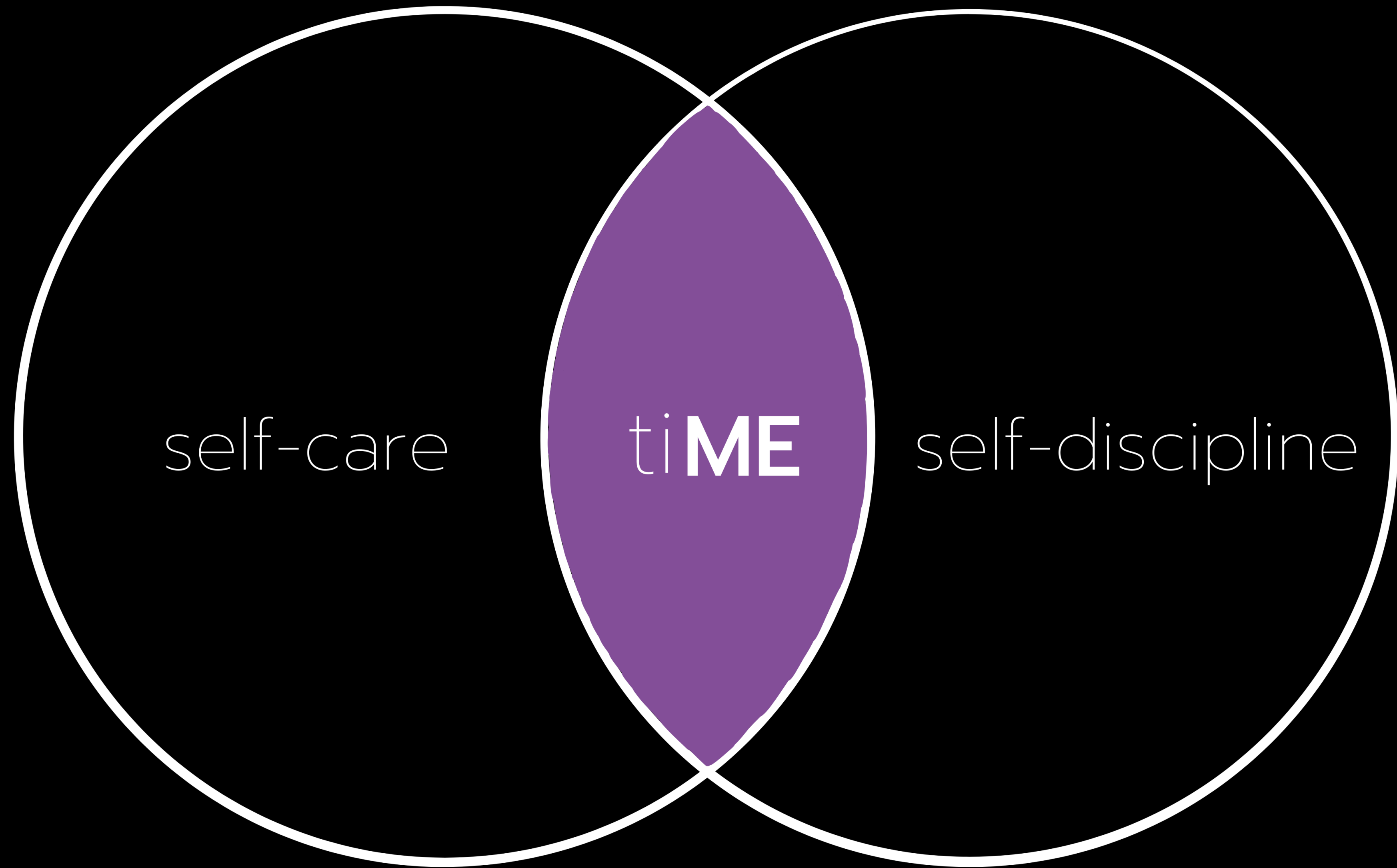
losing time

making up for lost time

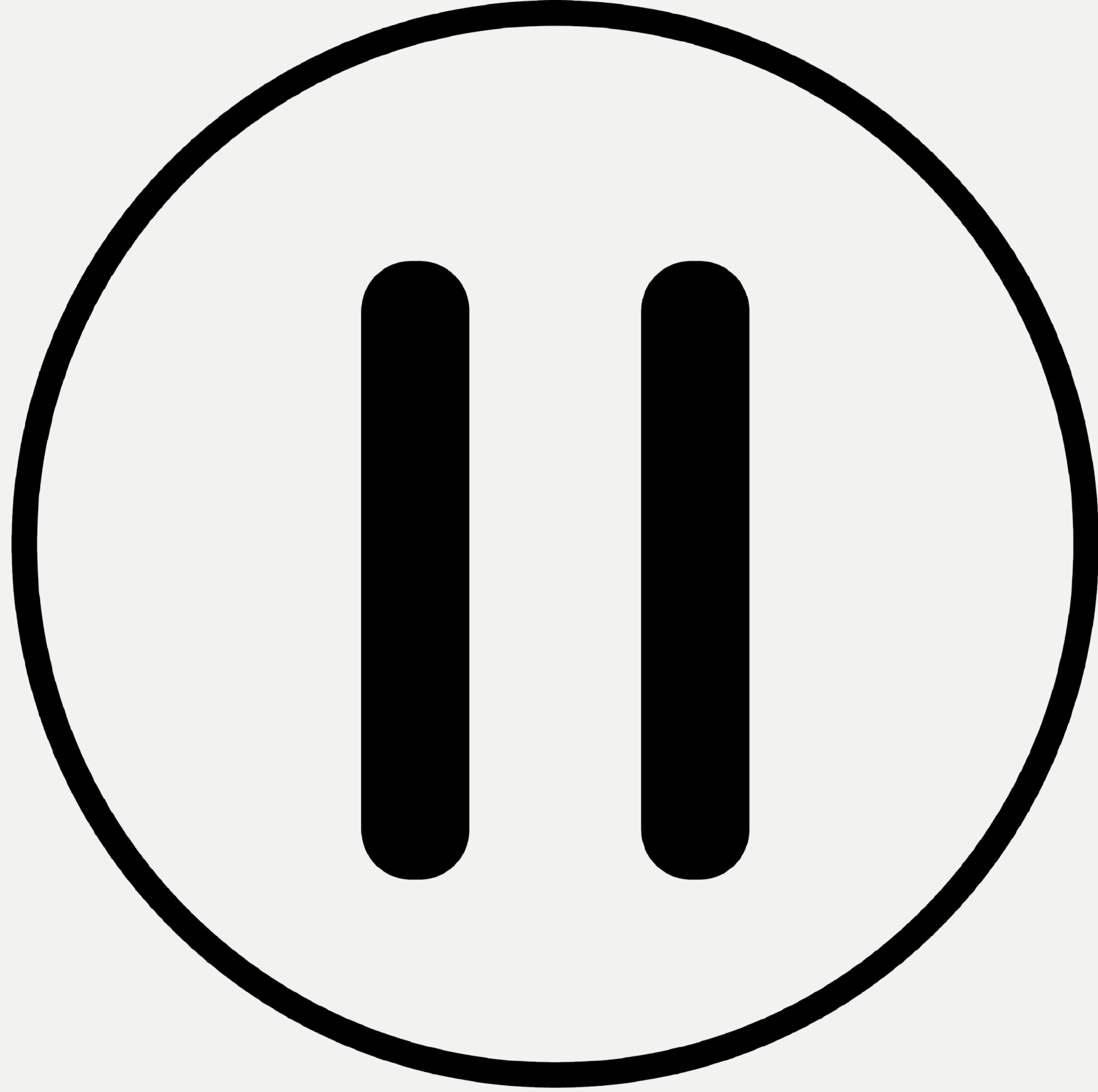
hacking time

chunking time





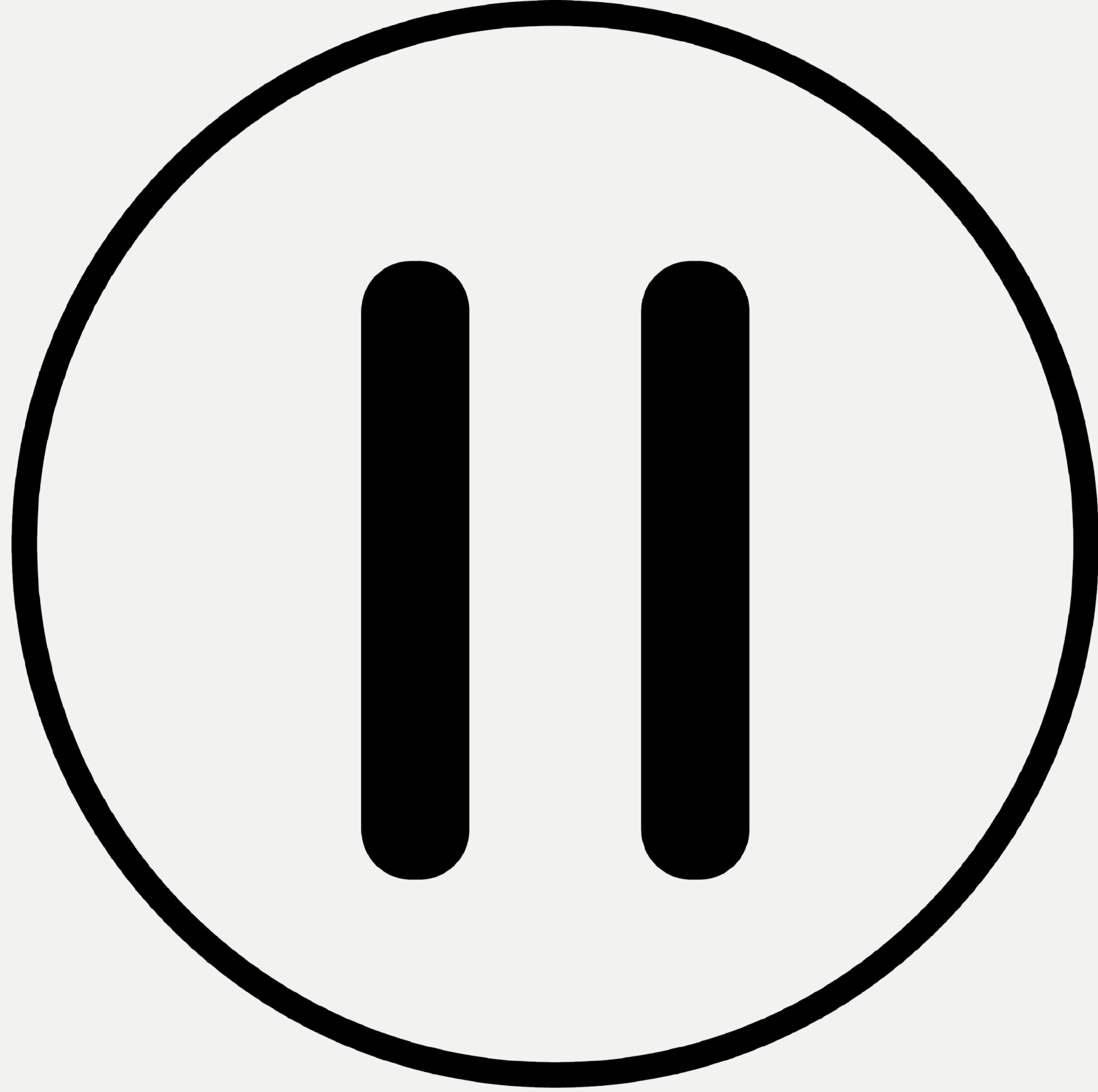
PAUSE BUTTON

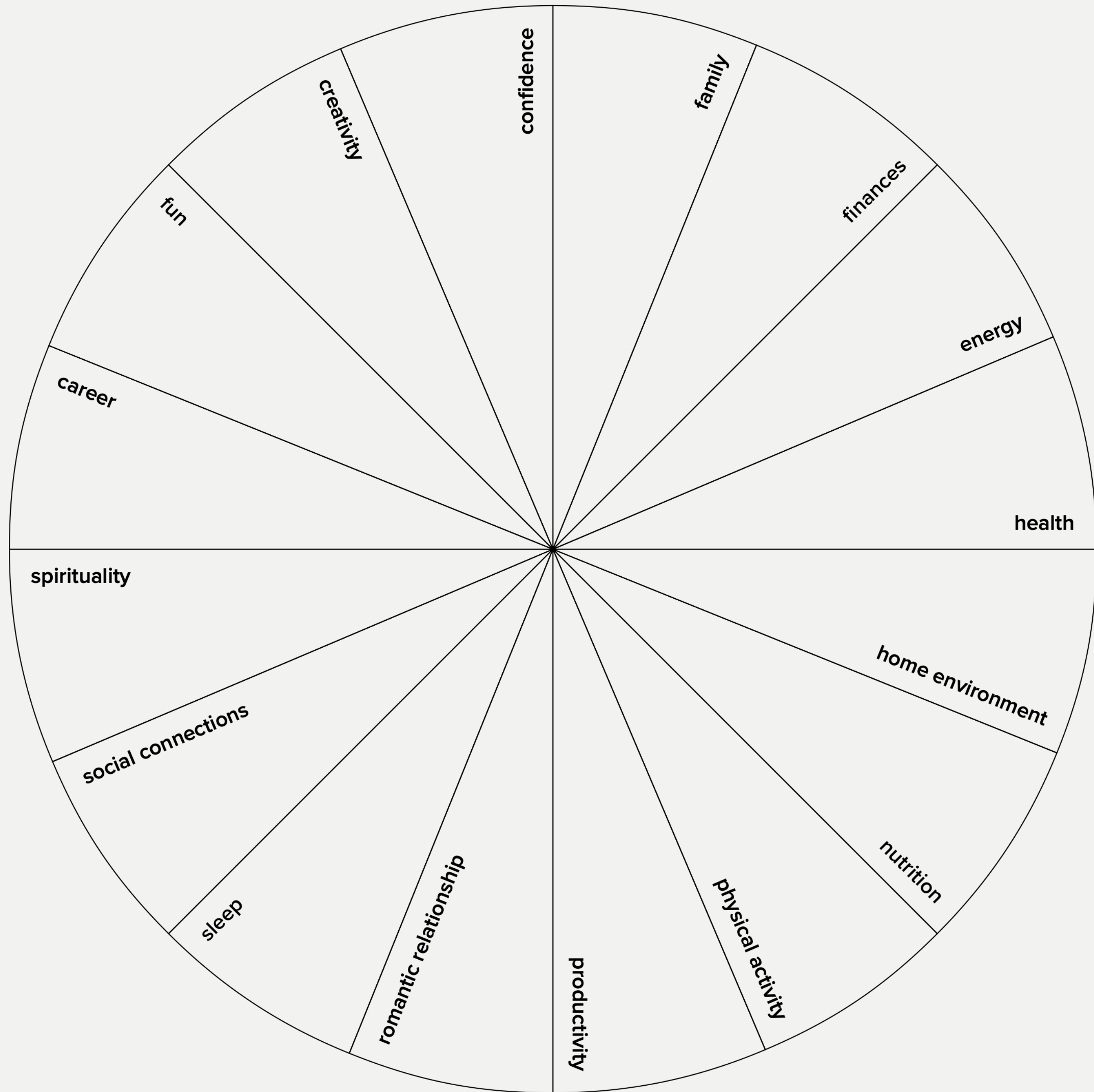


we are
mentors & models...

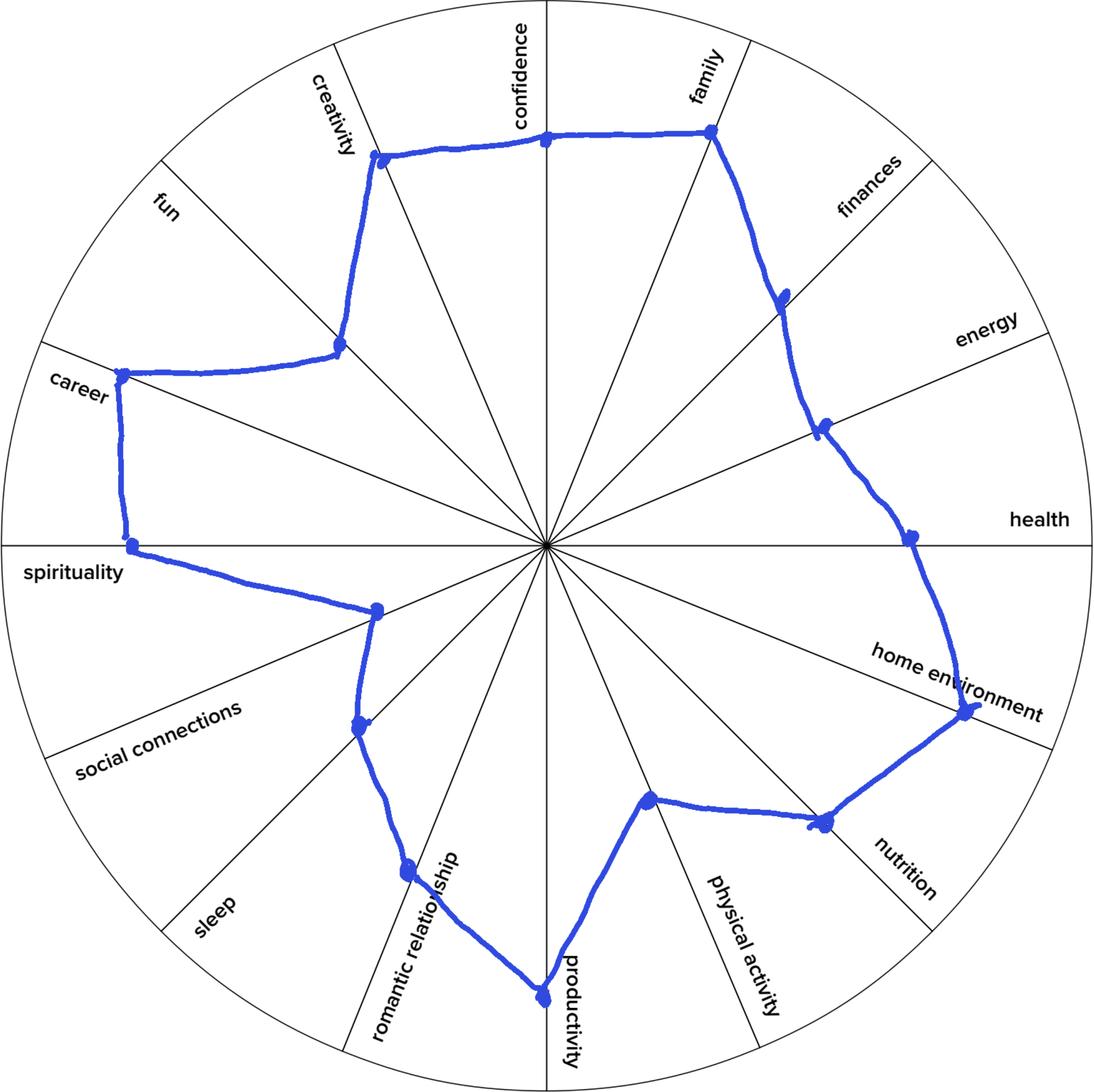
not martyrs.

PAUSE BUTTON



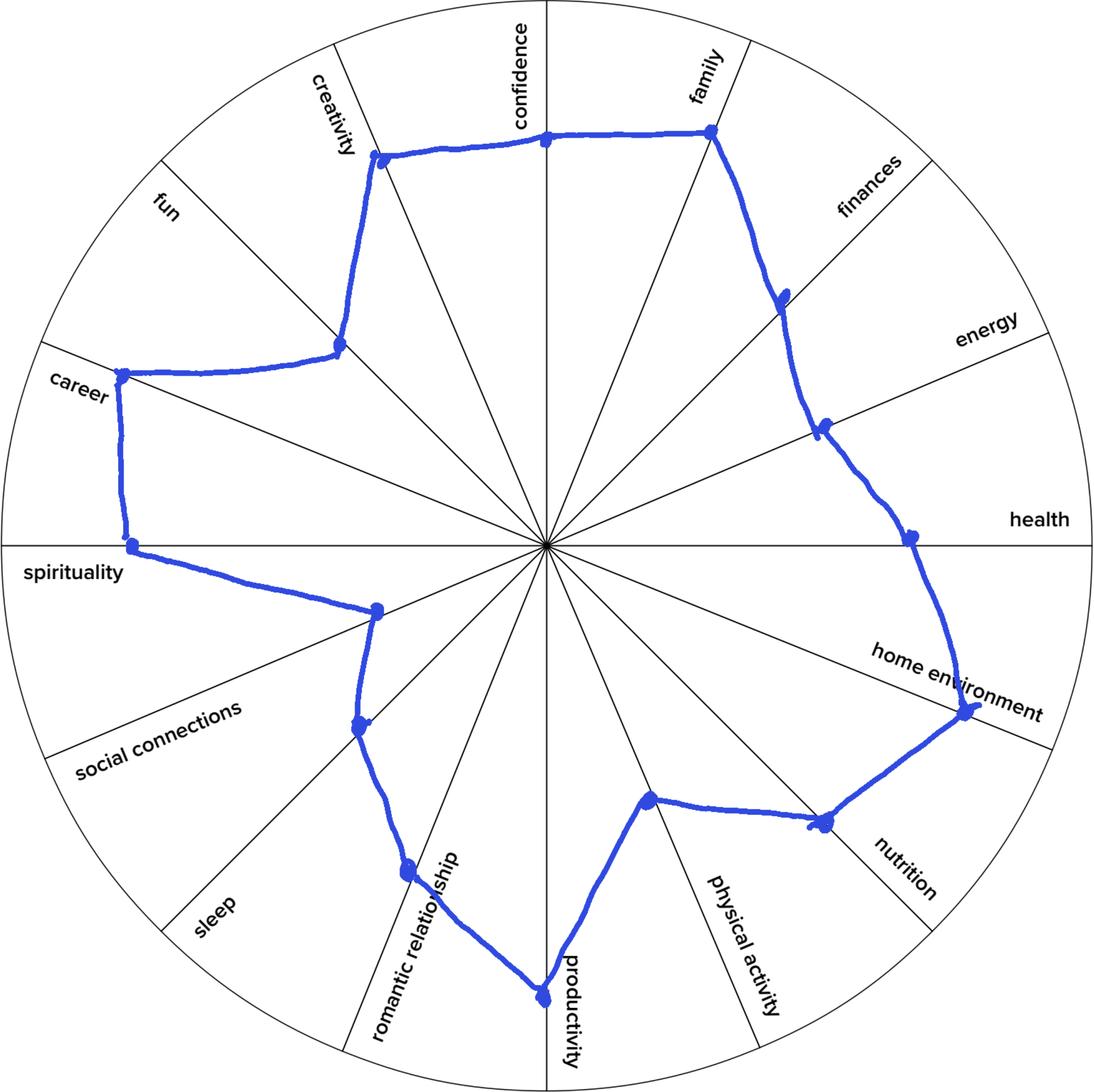


whole life assessment



- which areas are your strongest?
- which areas need some attention?
- any surprises or insights?

whole life assessment



brain dump

brain dump

[illegible]

BRAIN DUMP

1. urgent
& important

2. not urgent
but important

3. urgent but
not important

4. not urgent
& not important

1. urgent
& important

do

2. not urgent
but important

3. urgent but
not important

4. not urgent
& not important

1. urgent
& important

2. not urgent
but important

do & delay

3. urgent but
not important

4. not urgent
& not important

1. urgent
& important

2. not urgent
but important

3. urgent but
not important

delegate

4. not urgent
& not important

1. urgent
& important

2. not urgent
but important

3. urgent but
not important

4. not urgent
& not important

delete

(& maybe delight)

1. urgent
& important

do

2. not urgent
but important

do & delay

3. urgent but
not important

delegate

4. not urgent
& not important

delete

in which quadrant
are the majority
of your tasks?

why?

from meeting to MEeting

- pause
- preparation
- presence & participation
- productivity



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one thing & accountability





scan for more resources

Katie
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- > katiemcdonaldspeaking.com
- > bnourished.com

tiME management:

getting things done without coming undone

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