



OhioHealth

BELIEVE IN WE™

Growing Global Leaders... Advancing Palliative Care



First Things First

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LDI C2 RC1

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Objectives

- Identify the importance of time management based on your values & priorities
- Identify and prioritize your personal priorities

Questions to Consider

- Do you get everything done in your day that you expect to?
- Who thinks they are a good time manager?

Time

- Do you manage your time?
Or do you manage yourself?

Write down your answer

- What one thing could you do (you aren't doing now) that if you did on a regular basis, would make a tremendous positive difference in your personal life?

Write down your answer

- **What one thing in your business or professional life would bring similar results?**

- **Take the post-it notes and write down all the tasks you do in your day and your week.**

| | | |
|----------------------|---|---|
| | Urgent | Not Urgent |
| Important | I (MANAGE) | II (FOCUS) |
| | <ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities | <ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation |
| | Quadrant of Necessity | Quadrant of Quality & Personal Leadership |
| Not Important | III (AVOID) | IV (AVOID) |
| | <ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many “pressing” matters • Many popular activities | <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Internet |
| | Quadrant of Deception | Quadrant of Waste |

**Covey video
on Priorities as Rocks**

- **Now place your task into one of the 4 quadrants**

- **What does this picture tell you ?**
- **One thing I do well in managing my time.....**

Share at your table –

- One thing you do well in managing your time.
- What one thing could you do (you aren't doing now) that if you did on a regular basis, would make a tremendous positive difference in your professional life?

- **New focus for time management:**
- **Preserving and enhancing relationships and focusing on accomplishing results.**

Equanimity

- **steadiness of mind under stress;
unattached awareness of one's
experience**



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Gandhi...

*You need to be the change
you want to see in the world...*

**Kobacker House
Columbus, Ohio**

