



**Center for
Economic Opportunity**

NYC CEO Program Management Forum Managing for Innovation Course

Session 7 | Personal Management

May 17, 2013

Learning Objectives

- Increase awareness of strategies you can use to:
 - Plan and manage time effectively
 - Model professional behavior to staff and participants
 - Communicate frequently, providing relevant details and context
 - Deliver clear, concise presentations

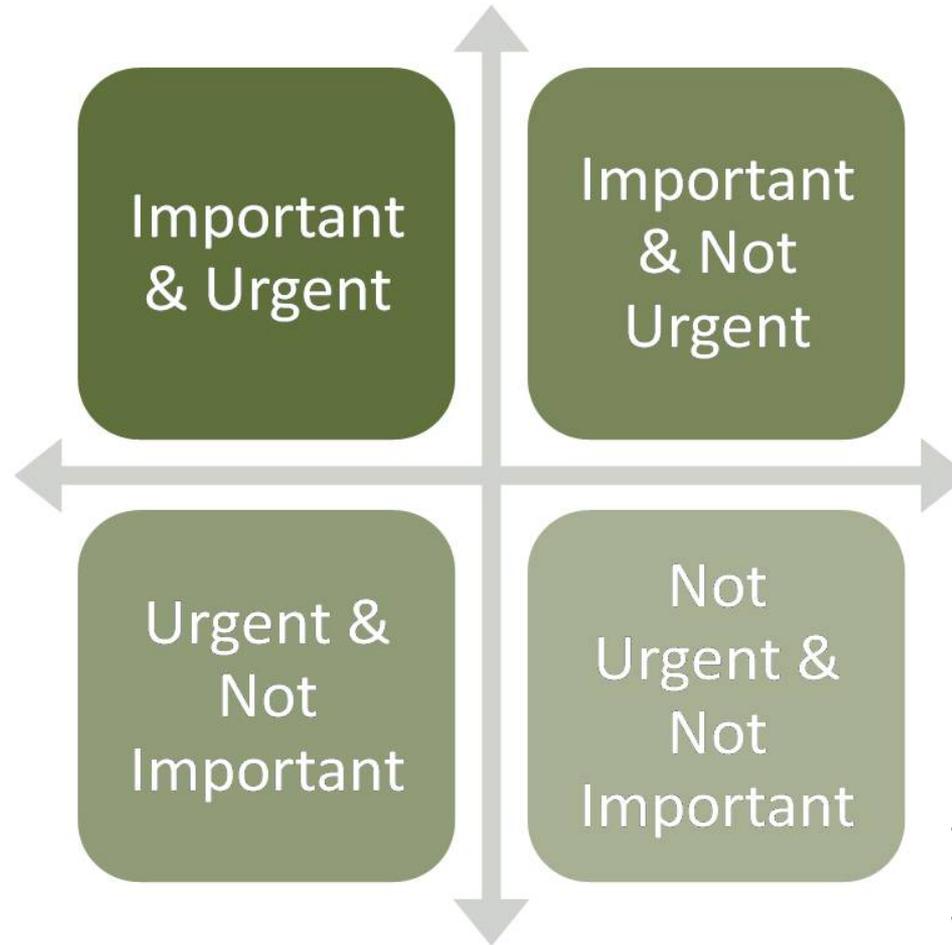
MANAGING YOUR TIME

Biggest Time Management Mistake*

“The biggest time management mistake that most managers make is spending their time on what’s immediately at hand or what’s most comfortable to work on rather than what’s most important.”

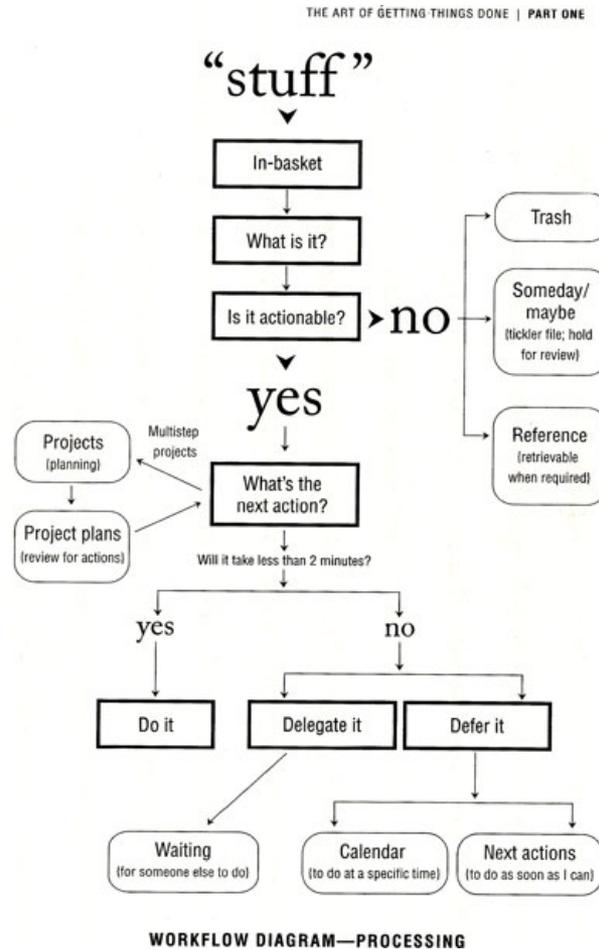
*According to Green and Hauser in *Managing to Change the World*

Importance and Urgency



Source: *The Seven Habits of Highly Effective People*, Steven Covey

Workflow Diagram – Processing



Source: *Getting Things Done*, David Allen

Organizing: Setting Up the Right Buckets

Seven primary types of things to keep track of and manage:

1. A “Projects” list
2. Project support material
3. Calendared actions and information
4. “Next Actions” lists
5. A “Waiting For” list
6. Reference material
7. A “Someday/Maybe” list

Source: *Getting Things Done*, David Allen

Tools from Green and Hauser

<http://www.managementcenter.org/resources#time>

- Sample Daily List
- Sample Weekly-Plus List

LEADING BY EXAMPLE

Leading by Example



Leading by Example

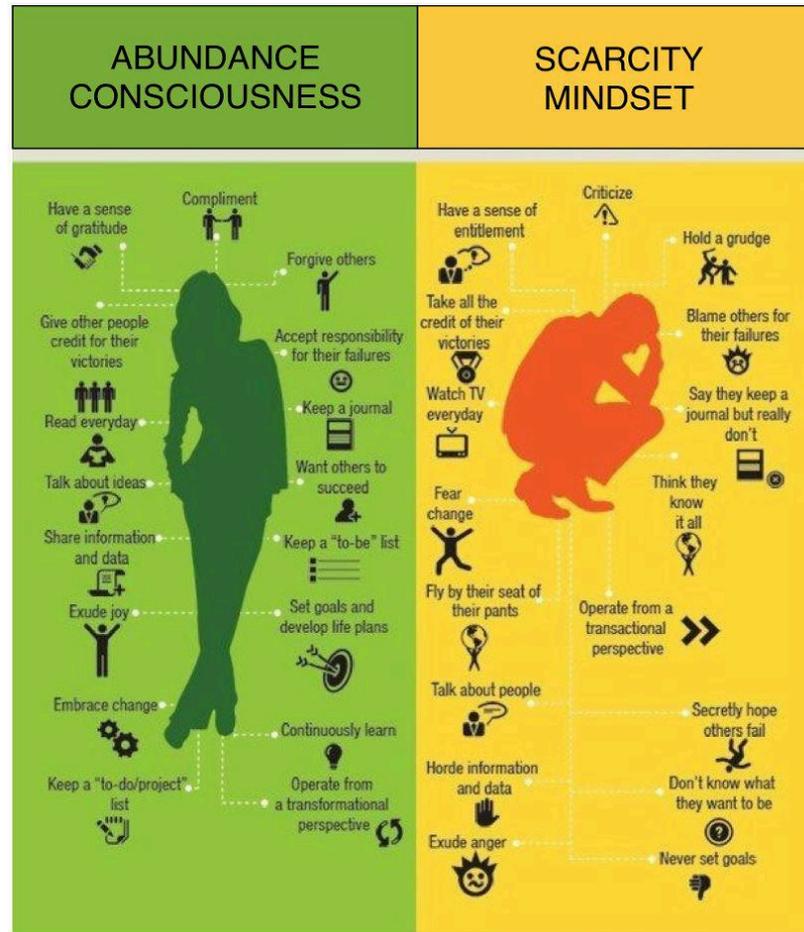
"To lead people, walk beside them ... As for the best leaders, the people do not notice their existence. The next best, the people honor and praise. The next, the people fear; and the next, the people hate ... When the best leader's work is done the people say, 'We did it ourselves!'"

Lao-tsu

Leading by Example

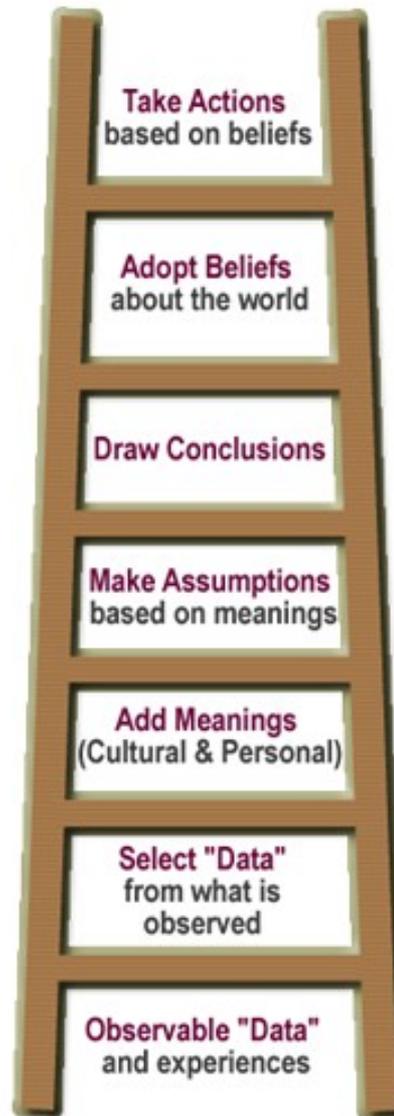
- Communicating core values
- Be conscious of what you say and how you say it
- Be aware and intentional about your actions
- All these send leadership signals....

Abundance Consciousness vs. Scarcity Mindset



COMMUNICATING FREQUENTLY AND CLEARLY

Ladder of Inference



Source: *The Fifth Discipline Fieldbook*, Senge et al, 1994.

Wrap Up

Efficiency is doing things right; effectiveness is doing the right things.

—Peter Drucker