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| SIDE BAR design-final-PNG-02 | Not Your Mother’s Time/Project ManagementNine Habits to Increase Personal Productivity and Project EffectivenessPresented by:Mary Kay LaBrie |

Not Your Mother’s Time/Project Management

# Introduction

Not Your Mother’s Time/Project Management:  AKA Nine Habits to Increase Personal Productivity and Project Effectiveness

Whether you are managing the daily process or running an LIS upgrade project, effective time management not only saves time and money but it can also help you keep your sanity.  In this one hour session, participants will discover nine ways to increase their own productivity and project effectiveness; Prioritize, Organize, Focus, Give Yourself a Break (Literally), Survive Time Crunches, Break Bad Habits, Play Nice, Learn New Stuff, and Be Yourself.

# Prioritize

On the website Inc.com, Lauren Perks, founder and CEO of Perks consulting writes about how to prioritize when “everything is a priority.” Such as the case with the medical laboratory. The author speaks to the fact that although effective prioritization requires long term planning, there are five simple techniques that you should be doing every day on the “micro” level.

Here is a list of the five techniques that the author recommends. Take a moment and write down something that you could do each day which correlates to each step.

**Make a List:** First thing in the morning, write down everything that needs to get done that day. What needs to be done on an average day on your job?

**Assess the Value:** Completing certain tasks will offer more benefit than others. What task(s) could you complete that would offer the most benefit?

**Be Honest:** When have you set unrealistic goals with regard to your priorities at work?

**Be Flexible:** What are some of the reasons why you might need to change priorities?

**Cut the Cord:** Is there one priority that you often spend too much time on or over-do the details? If so, what do you do?

# Organize

Gordon Ramsey is, no doubt, a world-class celebrity chef. His ability to run a flawless food service is often demonstrated on the reality TV shows which he hosts. Recently in an article on the website ***The EMS Leader***, there was a comparison of Ramsey’s skills while organizing a quality food service to that of an EMS leader. But how would that equate to the ability to organize tasks and projects in the lab?

Let’s take a look:

##  How to Run Your Lab Like a Five-Star Chef

 As a leader, organizational skills go far beyond how you manage you work. You are responsible

 for the overall patient experience as well as the efficiency and timeliness of the workflow.

 You fill in the blanks –

Servers – In our lab the servers are the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. They need to be courteous and communicate effectively with both the \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ and the “kitchen”

Food – The overall patient experience from the time the \_\_\_\_\_\_\_\_\_ is placed/entered to the time the \_\_\_\_\_\_\_ is sent to the ordering physician.

Decor – The actual ambulance itself, including the \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ and the \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_.

Hostess Stand – the \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ who check in the patients, or the intermediary.

Kitchen – The \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ who process the orders.

Roaming Manager – The Quality Assurance follow up on the call or the lab \_\_\_\_\_\_\_\_\_\_\_\_.

![hellskitchen[1]]()

“I don't run restaurants that are out of control. We are about establishing phenomenal footholdings with talent.”

 - Gordon Ramsey

### According to the article:

Ramsay in no uncertain terms demands excellence. When he does not see or taste excellence, he clearly communicates his displeasure. While his methods are usually brash, abrasive, and can be considered over the top, the fact is that he gets his displeasure and his demands across effectively and makes no apologies for them.

As brash as Ramsay may be, what he also does is provide positive feedback and praise when his demands and expectations are met or exceeded. This is a vital aspect often overlooked whenever discussion of his comparatively behavior ensues but an important aspect to understand.

 Definition of Foothold - a place where a person's foot can be lodged to support them securely, especially while climbing.

How do you utilize your staff to help you create an organized environment while balancing feedback (positive and constructive) in order to create a foothold?

# Focus

As far back as 2008, NPR produced a segment on Morning Edition which talked about multi-tasking.

Truth is, as human’s we can’t really focus on more than one thing at a time. Staying on the “food” theme, let’s look – as the segment did – at a diner chef.

![CookW[1]]()![CookW[1]]()![CookW[1]]()![CookW[1]]()![CookW[1]]()

*To make it as a short-order cook, you must be able to keep a half-dozen orders in your head while cracking eggs, flipping pancakes, working the counter, and refilling coffee cups.*

*Truth is, the very reason there is such turnover in the short order cook profession is that very few people can actually keep up.*

*People can't multitask very well, and when people say they can, they're deluding themselves," said neuroscientist Earl Miller. And, he said, "The brain is very good at deluding itself."*

*Miller, a Picower professor of neuroscience at MIT, says that for the most part, we simply can't focus on more than one thing at a time.*

*What we can do, he said, is shift our focus from one thing to the next with astonishing speed.*

*"Switching from task to task, you think you're actually paying attention to everything around you at the same time. But you're actually not," Miller said.*

Take a look at the photograph on screen. What do you see?

# Give Yourself a Break (Literally)

According to ***Psychology Today***, working more than 48 hours a week increases our chance for stress and heart disease.

But according to Psych Central (based on their control group research) how many short breaks should you take during a 50 minute task? \_\_\_\_\_\_\_\_\_\_\_.

# Survive Time Crunches

We all have the same number of hours in a day. Time Doctor created a survey regarding the top time wasters at work. Here were the results.

The number 1 time waster, chatting with others. In fact, it accounts for 14% of all wasted time.

The number 2 time waster is – drum roll – 64% of people visit non work related websites every work day. 8 % spend 5 – 8 hours a day on non-work related worksites. 39% spend at least one hour per day.

The number 3 time waster at work is useless meetings.

Part of learning to be more productive is to learn to minimize these distractions.

But what about time wasters when you’re working on a project, such as an upgrade. Here are the biggest time wasters according to Projectmanager.com.

* Internet, email and social media - send one email with a report attached
* Distractions – keep employees focused during training and validation
* Phone calls – make sure everyone who needs to be on the call is there
* Unplanned meetings – schedule regular follow ups – if you don’t need them you can cancel
* Propensity to please – remember, you can’t please everyone
* Extraneous on-and-on – upgrade the need to
* Shiny objects
* Administration
* Travel