

Time Management & Effectiveness

#4

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GTS Martin Cech – real life implementation

Feedback to assignment #2

Communication

Delegating

Assignment #3



What are the elements of professionalism

Why it is important?

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Deal with facts is EASY, deal with perceptions is NOT!

Managing perception:

- Clarity on how you want to be perceived
- Factual communication
- Clarity, conciseness
- Reliability, consistency
- Demonstration of reflective thought

Assignment #2 Homework

- Your own one working day task list
- Analogy to in-class assignment
- Create your task list for the day in the morning
- Add estimated duration to each task
- Add priorities (remember the Important / Urgent)
- Add sequence (remember the 2 minutes rule, remaining time rule, the prioritization rules)
- Sum the durations, build contingency in
- Create reviewed task list for the day

DELIVERABLES: 1. draft task list, 2. reviewed task list.

Each with durations, priorities, sequence. 3. completion task list (cross the tasks you've really completed)

DEADLINE: Monday, October 10th

Activity 1 Brainstorming on Communication

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What do you think are the most frequent mistakes in communication in your company (concerning your work)

Activity 1 Brainstorming on Communication

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- What do you think are the most frequent mistakes in communication in your company (concerning your work)
- We rely too much on email – introduce email best practices in the SC, distribution list bigger and bigger
- Reply to All (even for 1 word), huge email attachments
- Content not meaningful, in Czech, lack of clarity, lack of message, too long, even in short emails you have to read the whole history
- Email signatures, pictures, no contact info

- Deal with the right people
- Do not over escalate
- Escalate when stuck (not your failure)
- Write emails in company language only (emails forwarding)
- Write structured emails
- Make sure you've answered all questions
- Make sure it is understandable for somebody new in the topic
- Make sure your email does not create additional questions
- Watch the TO and CC list
- Use appropriate Subject, change/start new thread
- Do not assume sb in the CC will action without being asked

Establishing the Purpose

- to inform
- To persuade
- To instruct
- To engage

Clarifying the Purpose

- The Journalist's Questions: Who? What? Why? When? Where? How?

Hints

Comma usage

Sentence clarity

Structural elements

Noun pronoun agreement

Subject verb agreement

Easy guidelines (source: Franklin University) can be found in the Study Materials on is.muni.

That's it for today

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QUESTIONS?

Individual