
Supervisor Roundtable Handout ♦ Getting Things Done

Various systems exist to help manage workflow:

David Allen advocates a five stage process for mastering workflow and getting things done:

1. COLLECT whatever is commanding your attention into one or more “buckets”
2. PROCESS the contents of each bucket – determine what each item means and what you need to do about it
3. ORGANIZE the results of the process step
4. REVIEW the options ahead of you to determine what you need to
5. DO

SMART goals can help guide your decision-making process about how best to spend your time. One system for determining *which* action(s) you'll take is considering

- what you can do in the moment (from right where you are)
- whether you have sufficient time available
- whether you have sufficient energy available, and
- which action is highest priority and will give you the greatest payoff, given the three preceding considerations

Peter Bregman suggests that asking a series of questions may be sufficient to help you determine how best to spend your time:

- Am I prepared for this day?
- Am I prepared to make it a successful, productive day?
- Have I thought about it?
- Have I planned for it (and what *is* my plan for today)?
- Where will I spend my time?
- How will it further my focus?
- How might I get distracted?
- Have I anticipated the risks that might take me off track?
- Will my plan for this day keep me focused on what my year is about?

When someone comes with a request, determine if it's worth your time by asking:

1. Am I the right person?
2. Is this the right time?
3. Do I have enough information?

If the answer to ANY of the three questions is NO, DON'T DO IT. Instead,

- pass it to the right person
- schedule it for the right time
- wait until you have the information you need

Meggin McIntosh suggests drawing ourselves forward positively to stay focused in those areas where we have decided we want to be focused. At the start of each day/week/month, ask yourself (and write down your responses):

- What do I want to have done today?
- What do I want to have done this week?
- What do I want to have done this month?

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What interferes with my ability to get things done, and how can I/who can help me start to turn that around?

How am I encouraging or discouraging myself?	What skills am I lacking?
How are others encouraging the wrong behaviors/discouraging the right ones?	How are others making the wrong behaviors easier/the right behaviors harder?
What incentives are encouraging the wrong behaviors/discouraging the right ones?	What else in the environment makes the wrong behaviors easier/the right behaviors harder?