


working remotely: tips for managing your time and self

presented by Raquelle Solon
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Raquelle Solon
Business Solutions Engineer

introductions

- Consults with organizations and their teams
- Workplace violence prevention professional
- Program development expert in conflict, violence, bullying, leadership development
- Background in training, operations, and retail leadership

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1

fei workforce resilience

objectives

Working Remote

1

Define what time is and how to management it

2

How self-care plays into productivity and well being

3

Knowing yourself to help reduce time wasters and prioritize

4

Identify strategies for improving time management

5

Discuss connecting while remote

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2

2

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ground rules

What happens in the training room, stays in the training room

Respect each others thoughts, opinions, and ideas

Tangents are good distractions

Get out what you put in

Parking lot for questions

Sit back, relax, and enjoy yourself

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3

3



pre-test

Time can be managed – True or False

Name a time waster you've encountered working remote

Prioritizing your day is easy to do as long as you have a calendar organizing your schedule – True or False

Why are breaks important?

How do you stay on task?

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4

4

fei workforce resilience

time

Alliance for a Strong Foundation and Sustainable Future

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5

This is a presentation slide for FEI Workforce Resilience. The slide features a large blue rectangle in the center with the word "time" written in white. In the top left corner is the FEI logo, which includes the letters "fei" in a stylized font with a yellow dot above the "i", followed by the words "workforce" and "resilience" in a smaller font. In the bottom left corner is the Alliance logo, which includes a stylized graphic of three people and the text "Alliance for a Strong Foundation and Sustainable Future". In the bottom right corner, there are three colored squares: light blue, dark blue, and yellow. At the very bottom of the slide, the text "FEI Confidential - Do Not Distribute" is written, and the number "5" is in the bottom right corner.

5

fei

workforce
resilience

time management


Mysterious

Subjective

Actuarial

Measured by activity

Unmanageable



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6

6

fei

workforce
resilience

but we are manageable



time management

=

event/self-management

Now Serving
0001

TAKE A
NUMBER
9359



7

fei

workforce
resilience

we manage events and ourselves through...

self-care

setting priorities

using strategy

creating a personal system

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8

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workforce
resilience

self-care

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9

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tips

Do things you enjoy

Get enough sleep

Basic needs first

Check in with yourself regularly

Drink plenty of water

Unplug

Take lunch and breaks



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10

11



EAP and work-life services offer

Professional help for you and your family members to resolve personal and work-related concerns through

- Counseling
- Legal Consultation
- Financial Consultation
- Work-life Services





12



know thyself






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13

13



know thyself

TIME MANAGEMENT TOOLS

My Daily Task Log

Complete the task log below to record your daily activities. Make use of the first three columns to record the time you started an activity. For each task, check off the corresponding Task Type. Fill out a log every day for 15 Days during normal days.

Date:

Due Date	Activity Name	Time Used (minutes)	Task Type				Other (travel, paperwork)
			E-Mail	Meetings	Telephone Calls	Planning	

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14

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workforce
resilience

time wasters

Activity and Time

- do-overs
- low-priority items
- “soft” meetings and interruptions
- do it yourself and multi tasking



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15

15



organize



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16




organize

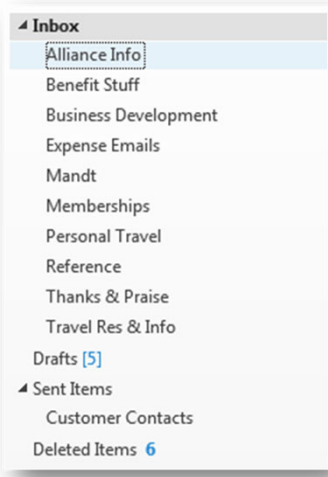


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17




organize



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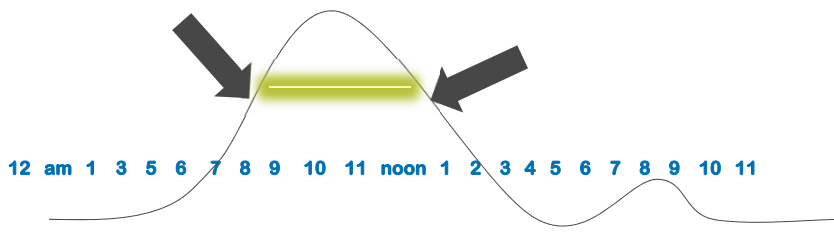

18

18




know thyself

when are you at your best?



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19

19










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20

20









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21

21

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prioritize

covey's matrix

	URGENT	NOT URGENT
IMPORTANT	ACTIVITIES: I	ACTIVITIES: II
NOT IMPORTANT	ACTIVITIES: III	ACTIVITIES: IV

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22

22

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prioritize

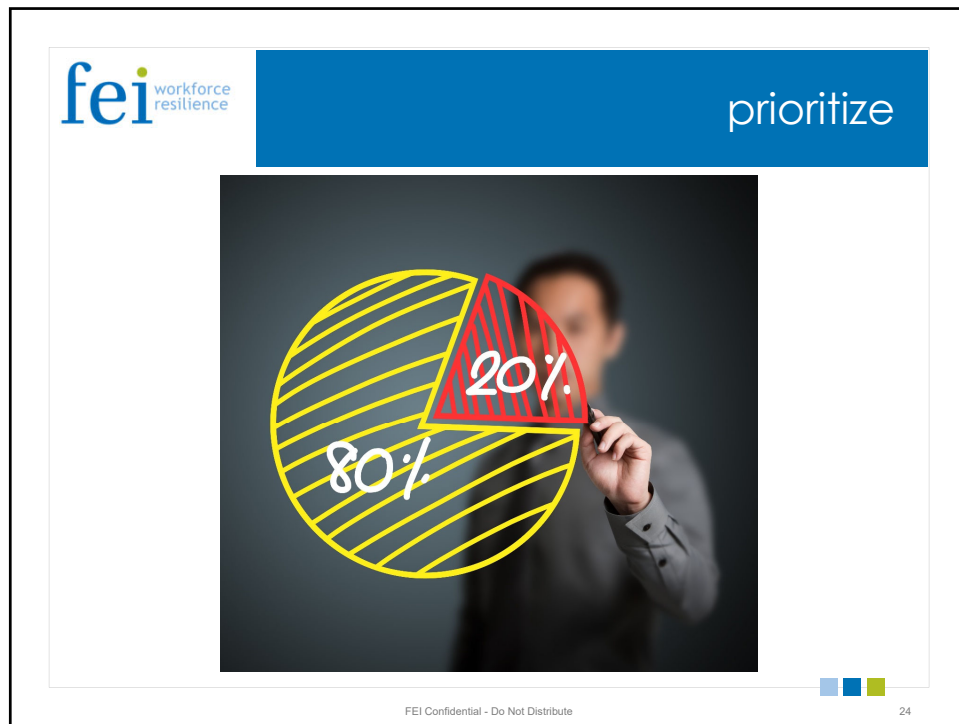
covey's matrix

	URGENT	NOT URGENT
IMPORTANT	ACTIVITIES: I Crises Pressing Problems Deadline-driven projects Production problems	ACTIVITIES: II Prevention Relationship building Recognizing new opportunities Planning Recreation Production capability problems
NOT IMPORTANT	ACTIVITIES: III Interruptions, some calls Some mail, some reports Some meetings Popular activities Pressing matters	ACTIVITIES: IV Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities

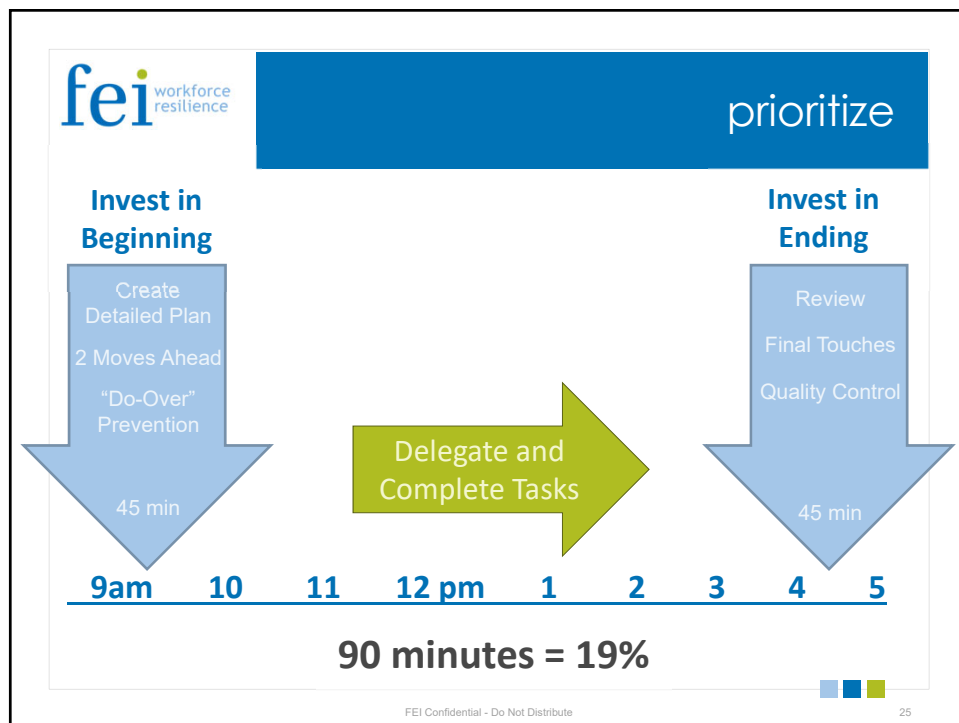
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23


23



24



25



scheduling

TIME LOG

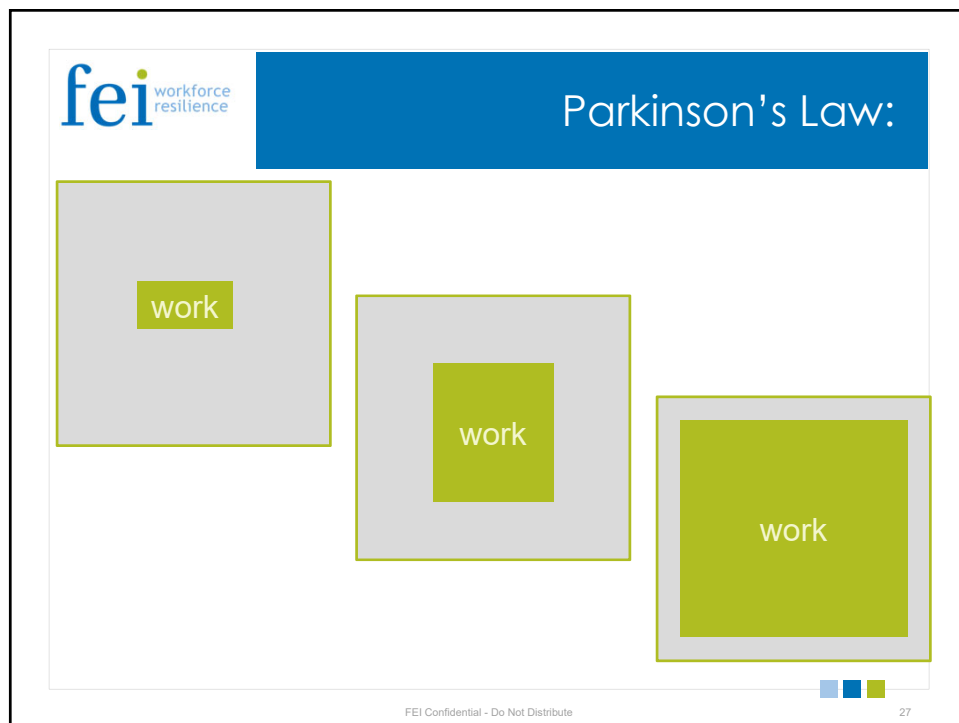
DATE

21. OCT

TIME	ACTIVITY	PURPOSE / PROJECT					EFFECTIVE-NESS		
		ROUTINE	DATABASE	TRAINING	EXPAND TEAM	SALES CALL	High	Average	Low
		1	2	3	4	5	A	B	C
8:00 AM	↕ EMAIL	X						X	
8:10 AM		X						X	
8:20 AM	COFFEE BREAK								X
8:30 AM	↕ PREPARED SOFTWARE BUDGET		X				X		
8:40 AM			X				X		
8:50 AM			X				X		
9:00 AM	CALL FROM RAVI			X				X	
9:10 AM	DISCUSS RESUME W/JAY				X			X	
9:20 AM	DROVE TO BUILDING 'D'								X
9:30 AM	↑ STAFF MEETING	X							X
9:40 AM		X							X
9:50 AM		X							X

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27

corollary to parkinson's law

"A conversation tends to expand to fill the time available for its accomplishment"



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28

28

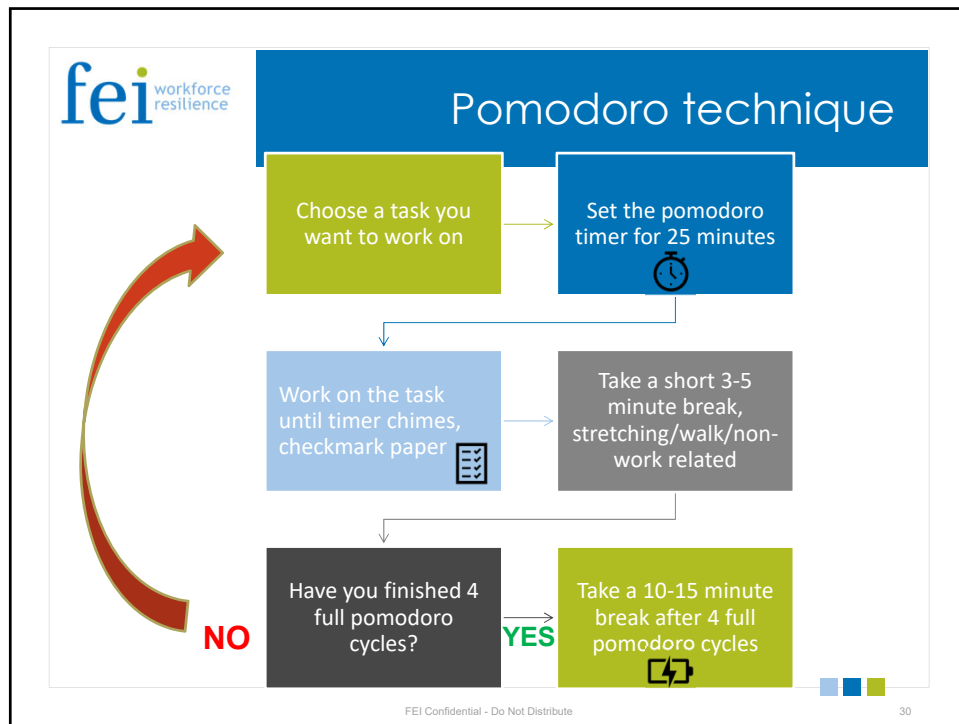
Pomodoro technique



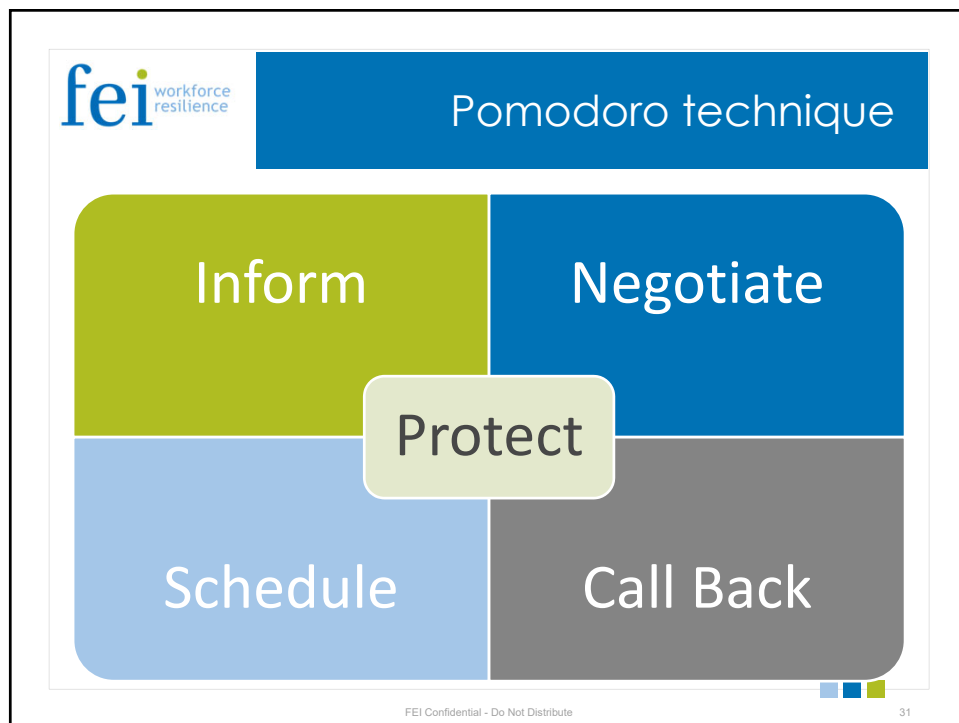
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29


29




30




31



there's an app for that





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32



connection







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33



effective meetings



Start on Time
lateness = hostility/arrogance



Engagement
humor/distraction



Follow Agenda
use previous action plan



Action Plan
what, who, how, when – save it




End on time
or be a hero and end early

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effective conversations


appropriate time and location

start-stop contract


goal contract - how will success look

division of labor

agree to next contact



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35

35

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effective emails

- Polite**
 - salutations and closing
- Forget Emoticons**
- Action plan**
 - who what when where how why
- If you are feeling hesitant to send**
 - think: would I want this forwarded?
 - proofread yourself – proofread buddy
- Still hesitant**
 - save in drafts - review tomorrow

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36

36

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virtual meaningful connection

9/2/2018

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37

37



post-test

Time can be managed – True or False

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Prioritizing your day is easy to do as long as you have a calendar organizing your schedule – True or False


Why are breaks important?

How do you stay on task?


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38

38



questions / discussion





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39

39



Thank you!!!
Raquelle Solon,
FEI Behavioral Health



evaluations

