

A *Get Control!* University Class

Get Control![®] of Time Management

Workbook



**New Ideas!
10 Shocking Insights**

Item # GCTM 11/16

We Focus on Your Top Tasks and Technology



Are you struggling in a world of endless email, non-stop meetings, surprise tasks, and lost info?

We built *Get Control!* University (GCU) just for you. GCU is focused on the frustrating tasks and technology that consume the biggest part of your day – that’s why 98% of participants recommend it for all colleagues.

Today, you’ll discover better, smarter, and faster ways to search for important info so that you can get more done and have more fun at work.

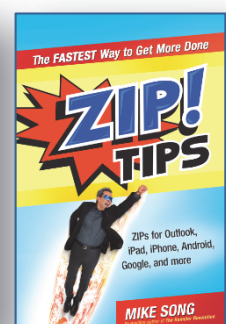
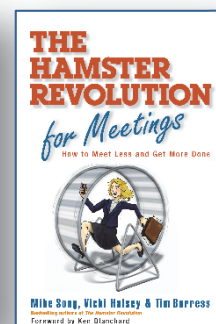
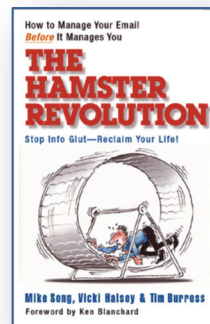
Warm Regards,

Mike Song

Dean of GCU, Speaker, Author
ms@getcontrol.net

 [getmoredone](https://twitter.com/getmoredone)

 [mikesong](https://www.linkedin.com/in/mikesong)



Mike Song has reached millions via three best-selling time management books, appearances on Good Morning America, CNN, NPR, and Fox, and successful training engagements with 20% of the Fortune 500. He is CEO of GetControl.net and Dean of *Get Control!* University

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1. Don't Have a Time Management "System"

The key is to target simple fixes to your biggest productivity pain points.

- Time management experts mean well – but most of the systems they recommend are too complex. They write long books and design 2 day training sessions. It is not unusual to see a flow chart detailing a 30 step daily process for managing every potential task. Experts feel pressure to build elaborate multi-step solutions in order to sound more sophisticated or perhaps – to fill up an entire day with time management activities.



Get Control! Simplify!

Rather than implementing a complex system, focus on the areas where you spend the most time! Email, meetings, and info management are great places to start!

2. Don't Work So Hard – Be Lazy – Take Shortcuts

Give in to instant gratification – fill your world with Zip Zones and One Click Wonders

- Time management experts love to talk about working smart but they often fail to define what that means. Let's define the first step of working smart with three simple words: Use Zip Zones.



Zip Zone 1: _____

Zip Zone 2: _____

Zip Zone 3: _____

Get Control! Use Zip Zones™

Definition: A cluster of useful shortcuts in a convenient location.

How to Set Up Zip! Zone #1

Windows PC Users



- Right-click on your lower, horizontal toolbar, just right of center.
- Uncheck **Lock the Taskbar** if it is checked > Right-click and click on **Toolbars > Links**.
- A dotted bar will appear with the word *Links* next to it in the lower right corner > Click and drag the **Links** bar to the left to create more space for your ZipZone.
- Right-click on the word **Links** and uncheck **Show Text**.
- Drag and drop documents, folders, shared drive folders, SharePoint folders, applications, and websites (click the icon by the URL) to the ZipZone to create one-click access to your most important stuff.
- **Bonus ZIP! Tip:** Add custom icons: Right-click on the icon and select **Properties > Shortcut** and **Change Icon**. > Select one that has meaning for you and click on **Apply** and **OK** > Visit www.getcontrol.net/free to download free icons.

Mac Users



- **Documents and Folders:** Determine your most-used locations and click and drag them to your rightmost, bottom dock area. You may be able to drag Share Drive Folders or SharePoint folders.
- I recommend changing the icons of folders and documents to distinguish them. You can download free icons at www.getcontrol.net/free.
- To change the look of your docked folders – drag and drop an icon or image into the folder and rename the image 000 Image name. This will cause the folder to adopt the look of the graphic. This only works for folders.
- **Websites:** Add highly used websites by dragging the icon next to the address in the browser to the dock.

3. Don't Write Down Your Goals

Type both your business and personal goals into a prioritized document that you can access in one click – once a week.

- We have all heard the idea that writing down our big goals or New Year's resolutions helps make them a reality. A better idea is to create a meaningful container for your goals – we suggest a document that you can access in one click.

Get Control! of Time Management			
YEAR 20XX		Top 10 Business Goals	
Priority	Urgency	Project or Task	Progress
1	Hot		Low
2	Hot		Low
3	Warm		High
4	Warm		High
5	Cold		Medium
6	Hot		Done
7	Hot		Medium
8	Warm		Done
9	Hot		High
10	Hot		Medium
Top 10 Personal Goals			
11	Hot		Done
12	Cold		Done
13	Hot		High
14	Warm		High
15	Hot		Low
16	Cold		High
17	Hot		High
18	Warm		Medium
19	Hot		Medium
20	Warm		Done

Use the Get Control!
Top 20 Goals Document

Surf to www.getcontrol.net/free in order to download our Top 20 Goals Planning Spreadsheet for free. Complete the form and then position it where you can access it in one click every Monday morning.

Use a 1-Click, 1-Page, Hybrid Annual Goals Sheet

- A great annual goals sheet combines work and life goals onto 1 page that is one click away at all times. It should be reviewed once a week.

My Top Professional Goals

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

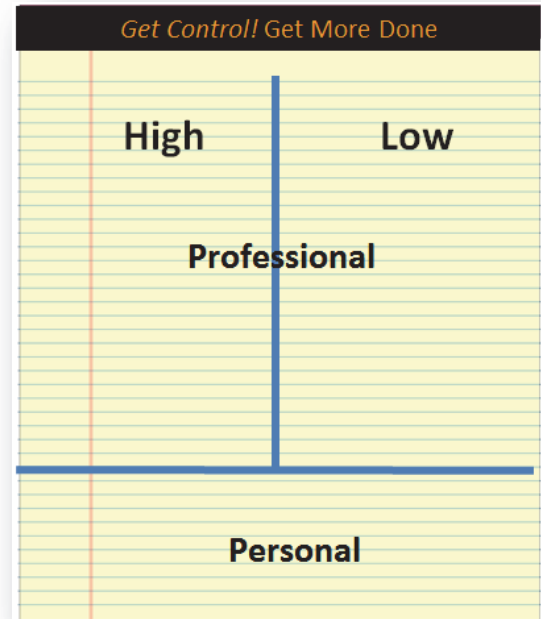
My Top Personal Goals

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

4. Never Create a Daily or Digital Task List

Don't waste time creating lists you'll never use

- Traditional time management experts often promote complex daily, digital task list systems. The class usually involves creating hundreds of digital tasks by first recording every conceivable deliverable. Then the long list is prioritized via a complex 4 ABCD coding system. But over time, your list becomes extremely hard to manage. You forget to check it – instead you check your email. In the end, 75% of all students revert back to paper lists.



Get Control! Try Weekly and Hourly Quick Hit Lists

Creating a weekly task list saves 15 minutes x 4 days a week = 2 hours a week = 13 days a year. Tie your weekly list to your top twenty big annual goals. Create 25 minute punch lists by writing your 3 most urgent and important tasks on a post it note. Make a To Don't List to identify and avoid your biggest time wasters.

5. Don't Get Your Inbox to Zero

Your inbox is filled with low priority messages – focus on the important ones

Time management experts love to dedicate a significant portion of their classes and books to a concept called Inbox Zero. What they don't tell you is that A) You get more email than you can process so it's an impossible quest and B) You end up spending a lot of time on low priority tasks.

Get Control! Solution: Activate Your Inbox Robots

- **Searchbot:** Click into the Outlook search area and look up! See all the buttons? Use these buttons to narrow your search. For example, click the **Attachments** button to isolate email with attachments. Use the **From** button to isolate email from a single person. Advanced Gmail search can be found by clicking on the small triangle in the email search rectangle.
- **Volume Crusher Filters Email:** Try to auto-route low priority, repeat senders by creating a simple rule. In Outlook for PC, simply highlight an email from a repeat sender > click **Rules > Always Move Message From** > Then create a new folder or select an existing one. Click on that folder and your email will permanently auto route. Block no priority senders in Outlook for PC by clicking **Junk > Block Sender**. This can easily be done in Gmail:
- **Transformer Robot:** In Outlook for PC you can click and drag an email into the Calendar or Task Icons to transform them into scheduled tasks in a flash.
- **Priority Painter:** In Outlook you can select **Categorize > All** or **Edit Categories > New** and create color coded priority categories for email or calendar. To assign categories simply click on Categorize and choose your color. You can isolate categories by clicking into the Outlook search box and selecting **Categorized**.

6. Stop the Meeting Madness

The most powerful ingredients for a productive meetings are the Objective and Agenda.

Replace these two ideas with one concrete concept: Objenda.

- 75% of all meeting problems can be traced back to a non-existent or poorly stated Objenda.



Use an Objenda for every meeting. Request and Objenda for meetings you attend. Assign an Objenda Defender to help keep your meetings on track. *Always ask, Is this new, tangent topic more important and urgent than the existing Objenda?*

- **Outlook PC Quick Parts: Insert Objenda Template**
 - Open a calendar invite and create Objenda Template
 - Highlight it and click **Insert** > **Quick Parts** > **Save Selection** > Name your selection and hit **OK**
 - To Paste: Click **Insert** > **Quick Parts** and click your template or type title in notes area
- **Gmail: Use Objenda Template to Save Time**
 - Create your calendar template > Give it a unique name like Marketing Meeting zx
 - Enter objective, agenda, location, color code, etc. > Tap **Save**
 - When you need to replicate your event -- > Type zx into Calendar Search
 - In the search results you should see Marketing Meeting zx > Tap on that name
 - Tap **copy to my calendar** > Customize the date > Tap **Save**

7. Don't Trust Your Phone

Your phone has stolen your most important communication tools! Get them back!

Double your accuracy and speed via dictation. Click on the microphone next to the spacebar and try speaking the words in parenthesis into your phone. Click **Done** when you are through with each section.



■ Speak Your Punctuation

- I am fine (period)
- Am I fine (question mark)
- I am really fine (exclamation point)

■ Use Your Colon!

- Action (colon) Send me your business plan by April 1st (period)
- Request (colon) Please let me know if we can speak at 3PM today (period)

■ Add Line Spaces

- I am fine (period) (new paragraph) How are you (question mark)

■ Add Bullet Points

- (dash dash) Please bring the LCD projector (period)
- (dash dash) I will bring the donuts (exclamation point) (smiley face)

■ Add Spaces Within a Line or Number

- 15 (spacebar) 10 (spacebar) 14 (spacebar) is the date (period)

Bonus Tip: Type Longer Phrases in a Flash

■ iPhone and iPad: Type Long Phrases in a Flash with Text Replacement

- Tap on **Settings > General > Keyboard > Text Replacement** > Tap the + sign
- Put longer phrase next to **Phrase** > Put short trigger phrase next to **Shortcut** > **Save**
- **To Use:** Trigger by typing the short phrase followed by **spacebar**

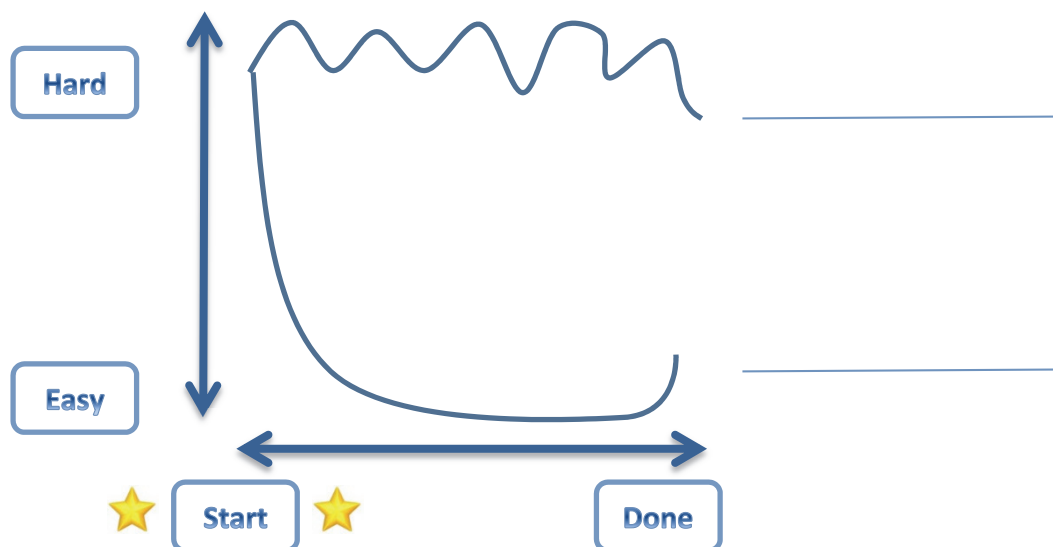
■ Samsung Galaxy

- Go to **Home screen** > Access your **Apps list**
- Launch the **Settings** app < Go to **System**
- Tap **Language and Input** > Select **Samsung Keyboard**
- Tap the **Setting gear** icon > Tap **Auto replacement** to set the S5 to correct misspelled and incomplete words by tapping the space bar

8. Don't Do It Now! Procrastinate!

There are many reasons to wait on tasks – think them through! If you are avoiding important work → Explore your mental blocks and make a list!

- **Traditional Advice:** Don't Procrastinate – Do it Now – Touch it Once
- **Get Control! View:** If you try to do everything at once you end up multi-tasking and research shows this is not efficient. Use the motivation of a rapidly approaching deadline to create a state of hyper-focus, mild panic, and extreme motivation.
- **Warning 1:** This is not a great way to complete an extremely important team project. It works well for mid to low priority assignments carried out by 1-2 people.
- **Warning 2:** Begun is half done. The key is to complete just 5% of the task up front before you procrastinate so that you can gain an understanding of what resources you'll need in the eleventh hour. This could be important if you need to pull an all-nighter.

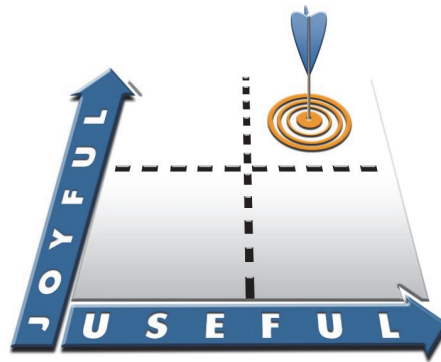


9. Don't Pick a Job You Love

Enjoy your job but don't forget that for many – happiness comes from being useful.

- Choosing work that you love can be risky, frustrating, and bad for your ego. It is equally important to choose work at which you excel in the eyes of others. If you are not happy at work – before making a radical change – ask yourself how you can introduce elements that make you more joyful and useful.

The Joyful-Useful Motivation Matrix™



Joyful:



Useful:

10. Don't Grow Up

Creativity, innovation and brilliant ideas often evolve from play, exploration, and practice.



11. Don't Say Yes!

The most powerful word in time management is “No”

- It's actually not nice to say “Yes” to a commitment that you can't keep. You end up disappointing your colleagues when you can't dedicate the time and energy required. Who loses? Everyone!
- Create a **To Don't List** to avoid time wasters and over-commitment.



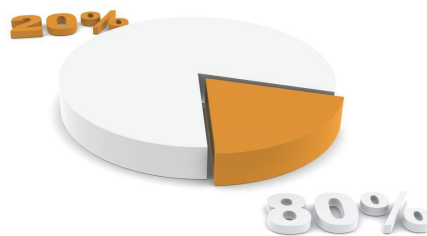
12. Do Use Pareto's Law: The 80-20 Rule

In 1906 an Italian economist named Vilfredo Pareto noticed that 20% of the people in Italy owned 80% of the land. Later it was discovered that this principle applied to many things. For example, 20% of a company's products often represent 80% of their sales. Also:

- 20% of inputs = 80% of outputs
- 20% of causes = 80% of consequences
- 20% of effort = 80% of results

Examples of how you can use the 80-20 Rule:

- **Be Selective:** Do not look under every stone. Be selective in your actions – not prolific. Think of every assignment as a puzzle – the key is to find the 20% of actions that result in 80% of the results.
- **Focus:** Be excellent at a small number of things and you will be perceived as having greater value – don't try to boil the ocean or be a jack-of-all-trades. Winners choose their race with extreme care.
- **Expand:** Document and examine success streaks. Examine anything that generates a stronger response and see if it can be replicated or expanded. For example, a comedian makes her first joke about fattening food and it draws a slightly stronger response from the crowd. She should try to expand this topic at the next show.



13. Do Use The Urgent – Important Matrix

President Dwight D. Eisenhower is often credited with championing actions that were both urgent and important. This principle helps to answer the never-ending question – What should I do next?



List Tasks That Are Both Urgent and Important

Bonus: Outlook PC Calendar Tips (2010, 2013, 2016)

1. Navigation Tips: Small Calendar Tricks

- **Isolate Multiple Dates:** In small calendar in upper left corner > Click on *Control + Calendar Dates*
- **Zoom to Any Date:** *Control + G* > You can type in months and dates as follows > February 17 would be 2 17 and hit enter
- **See 4-6 Months at Once:** Click and drag boundaries in the small calendar to see up to 6 months

2. Add a Second Time Zone: Add Preview Lines

- Right click on 11AM in Day View
- Click on *Change Time Zone* > Check *Show a second time zone*
- Click on the Drop Up menu and select a time zone > *OK*
- Use Swap Time Zone when you are visiting a different time zone and want to see when your meetings will be held in that location

3. Objenda Template

- This template prompts users to add a clearly stated Objective and Agenda to every meeting
- Create the template within a calendar invite: Objective: Agenda: Logistics: Teleconference #, etc.
- Highlight the template and click on *Insert > Quick Parts > Save selection to Quick Parts Gallery > Name your template Objenda > OK*

4. Email Calendar to External Colleague

- Click on *Email Calendar > Date Range > Specify Dates > Choose date range*
- Check *Show time within my working hours only > OK*

5. Prioritize Calendar Entries With Categorize

- Open meeting > Click *Categorize* > Select preferred color
- Recommended: Create custom categories by clicking *Categorize > All Categories > New*

6. Open Calendar First

- Click *File > Options > Advanced > Click Browse* in the Start Outlook from this folder area > Surf to and click on *Calendar > OK > OK*

Share Insights with Colleagues

List the three most useful insights from the class

1. _____
2. _____
3. _____



List the three most useful insights from the class

1. _____
2. _____
3. _____



My Get Control! Action Plan

Enter the page and tip number below of the most useful tips you learn today. Use this tool to rapidly locate your

<u>Page Number</u>	<u>Tip Number</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____



Quick Survey

Please fill in the most appropriate response below:

Question	Strongly Agree	Agree	Disagree	Strongly Disagree
The seminar provided valuable info I can use on the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I learned new and useful ideas that will boost my productivity and performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this seminar to all colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The presenter was professional, helpful and well prepared.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This seminar will help me save 20 minutes a day or more.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I would give this seminar an overall rating of: (check below)

(*****) Excellent (****) Good (***) Average (**) Fair (*) Poor

Please place any additional comments on back of this survey!

- Yes! Please send me a free monthly email, smartphone, or meeting *Zip!* Tip.**
- Yes! I'd like more info on team training or e-learning.**

Name: _____

Email Address: _____

Feedback on Class

Please let us know what you liked most and least! Please share any feedback on how we can improve the module or help the facilitator do an even better job.

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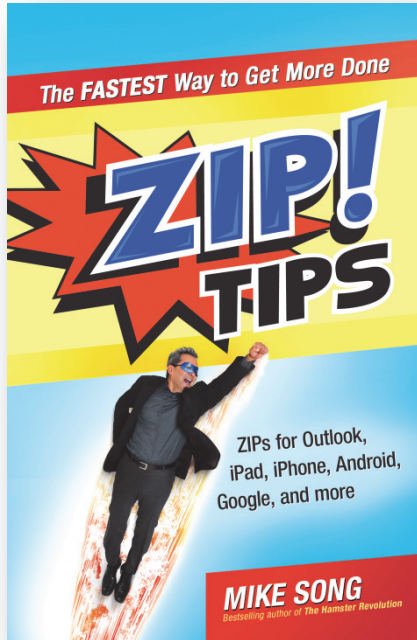
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of Skype[®] for Business

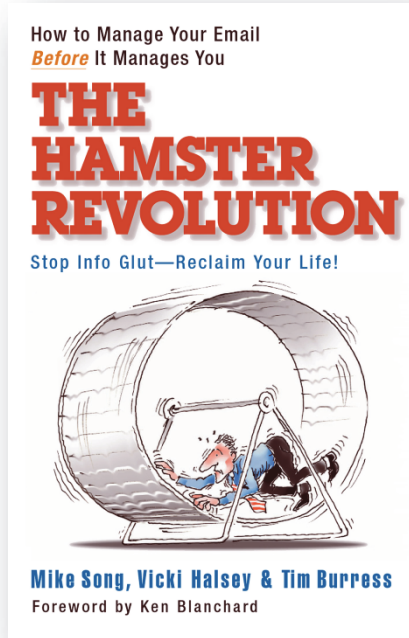
Best-Selling Books – Award Winning E-Learning

“The perfect class for our national meeting!”

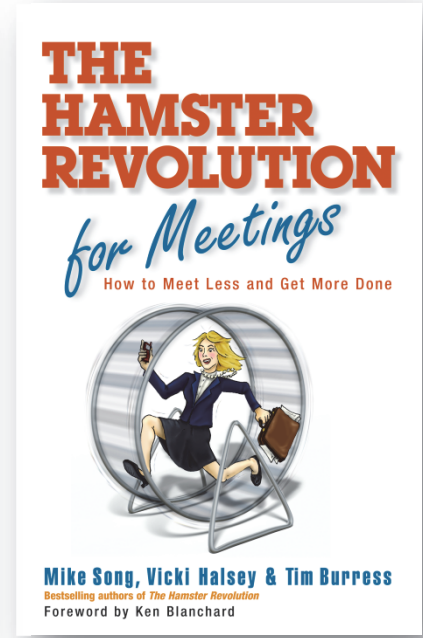
Tech Tips



Email



Meetings



- ✓ “The new way to get more done!”
-Ken Blanchard, Co-author, The One Minute Manager®
- ✓ “Brilliant, funny, and extremely effective!”
-Paul Ruane, Dir. of Learning and Development, Schering Plough

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