

GSA Child Care Training Conference---Notes from the Director's Roundtable Session

Time and Paperwork Management---Facilitated by Jeanine Porter

How do we get back on Track?

1. Plan each day.
2. Prioritize your tasks
3. Break larger tasks into simpler tasks
4. Choose times of the day to limit distractions
5. Delegate tasks to others
6. Say no to non-essential tasks
7. Communicate by using daily notes to define the day
8. Enable staff to be more effective, to do their jobs, take responsibility, and be action oriented

What systems do you currently use to help you in managing your daily tasks?

1. Write a daily to do list, limiting the number of tasks to no more than ten
2. Be consistent
3. Keep your system in one place
4. Prioritize your tasks
5. Each task should take no more than one to two hours
6. Break down larger tasks into smaller ones
7. Maintain an activity log to help you analyze how you have completed your task

How do I incorporate delegation daily?

1. Delegate smaller tasks, such as filing, to others
2. Must share knowledge, provide authority, and commit to supporting the individual with acknowledgement when delegating

How do we overcome a perfectionism mindset?

1. Clear expectations
2. Recognize excellence
3. Give it to them and let it go

Why do people or I procrastinate?

1. I do not want to do the task
2. Fewer successes
3. The job seems so big
4. I don't understand
5. Poor organizational skills
6. Perfectionism can cause procrastination
7. Interruptions

How can we avoid interruptions so we can become more effective?

1. Establish office hours
2. Delegate minor tasks