



Time Management

Matt Somers



DONFERO
CONSULTANCY



Stones in the Jar





Stones in the Jar



Stones in the Jar





Stones in the Jar

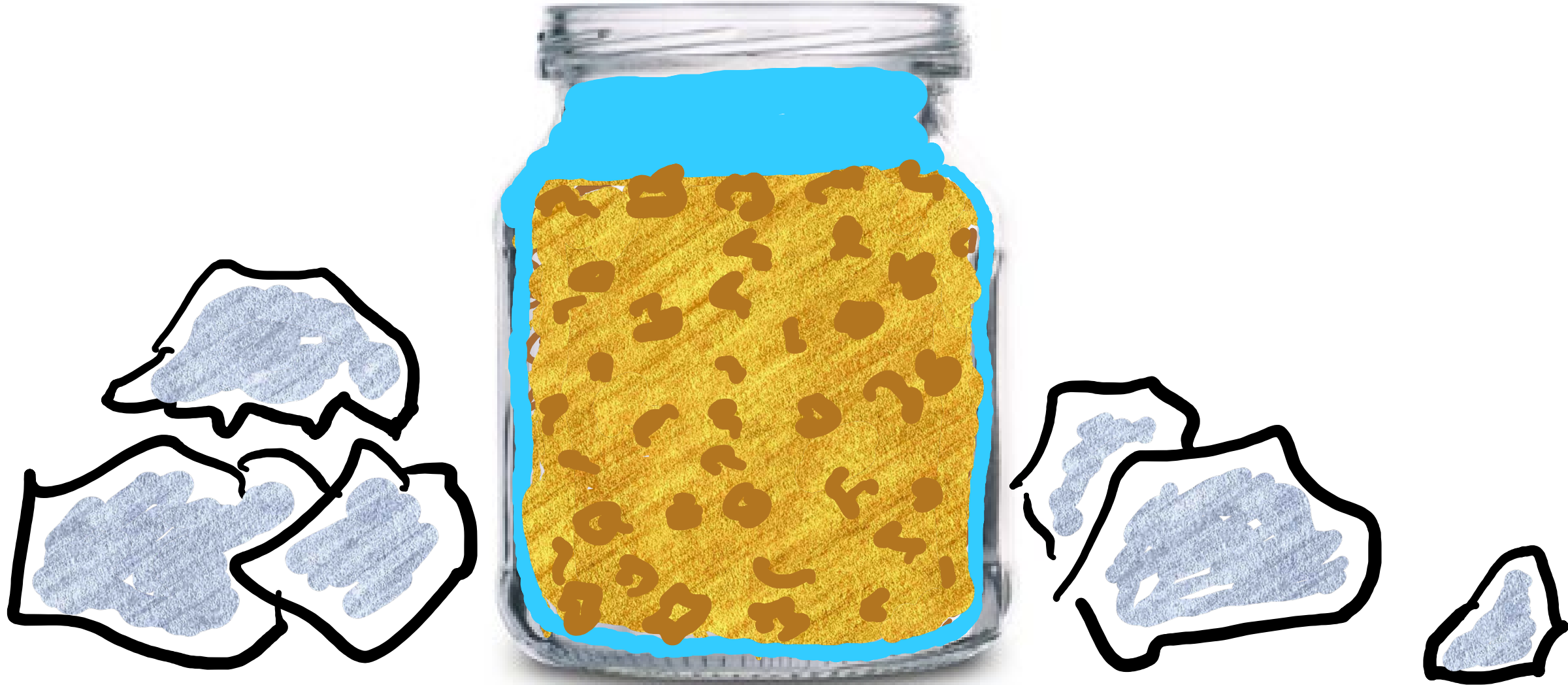




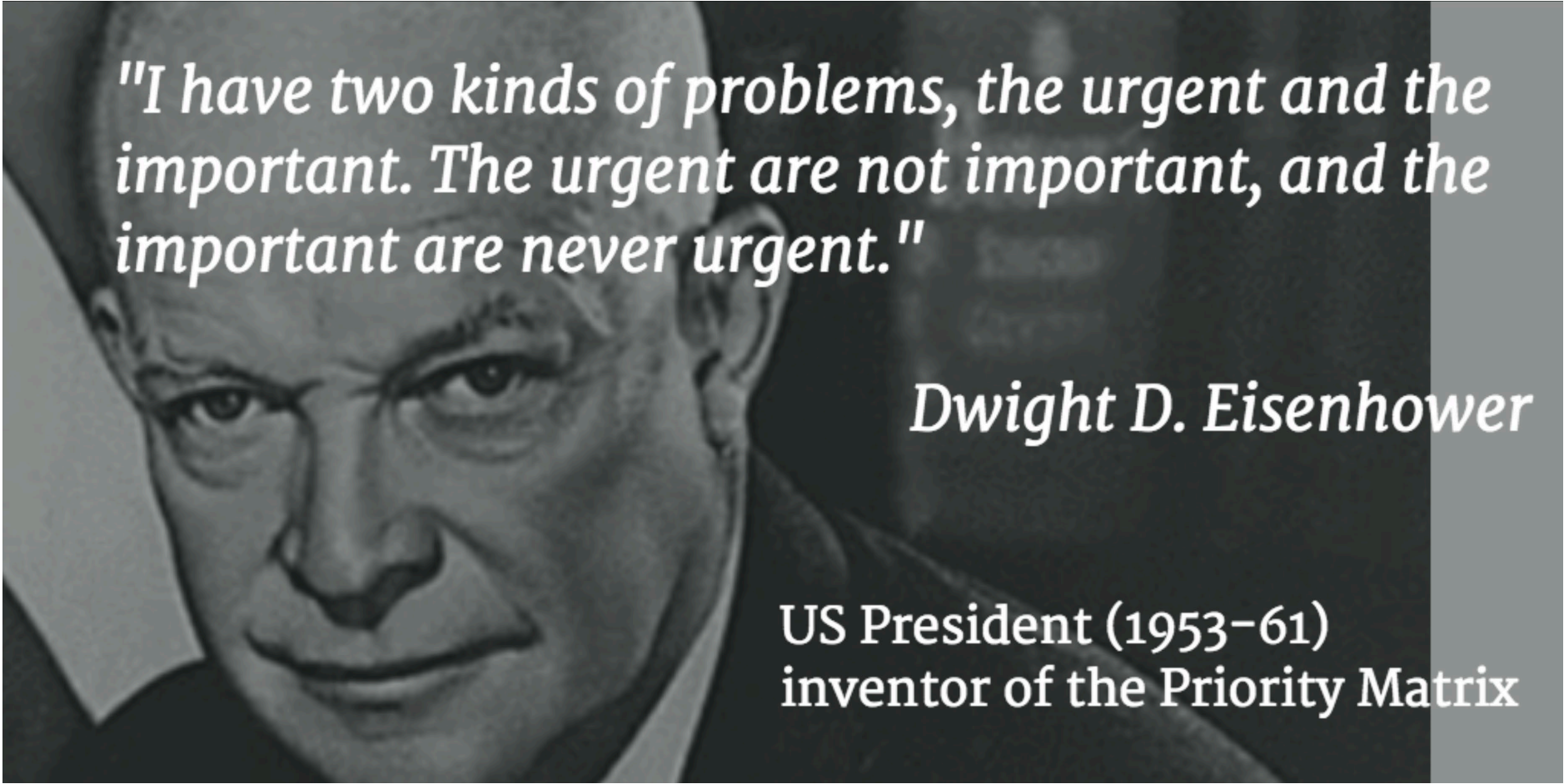
Stones in the Jar



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The Eisenhower Matrix



"I have two kinds of problems, the urgent and the important. The urgent are not important, and the important are never urgent."

Dwight D. Eisenhower

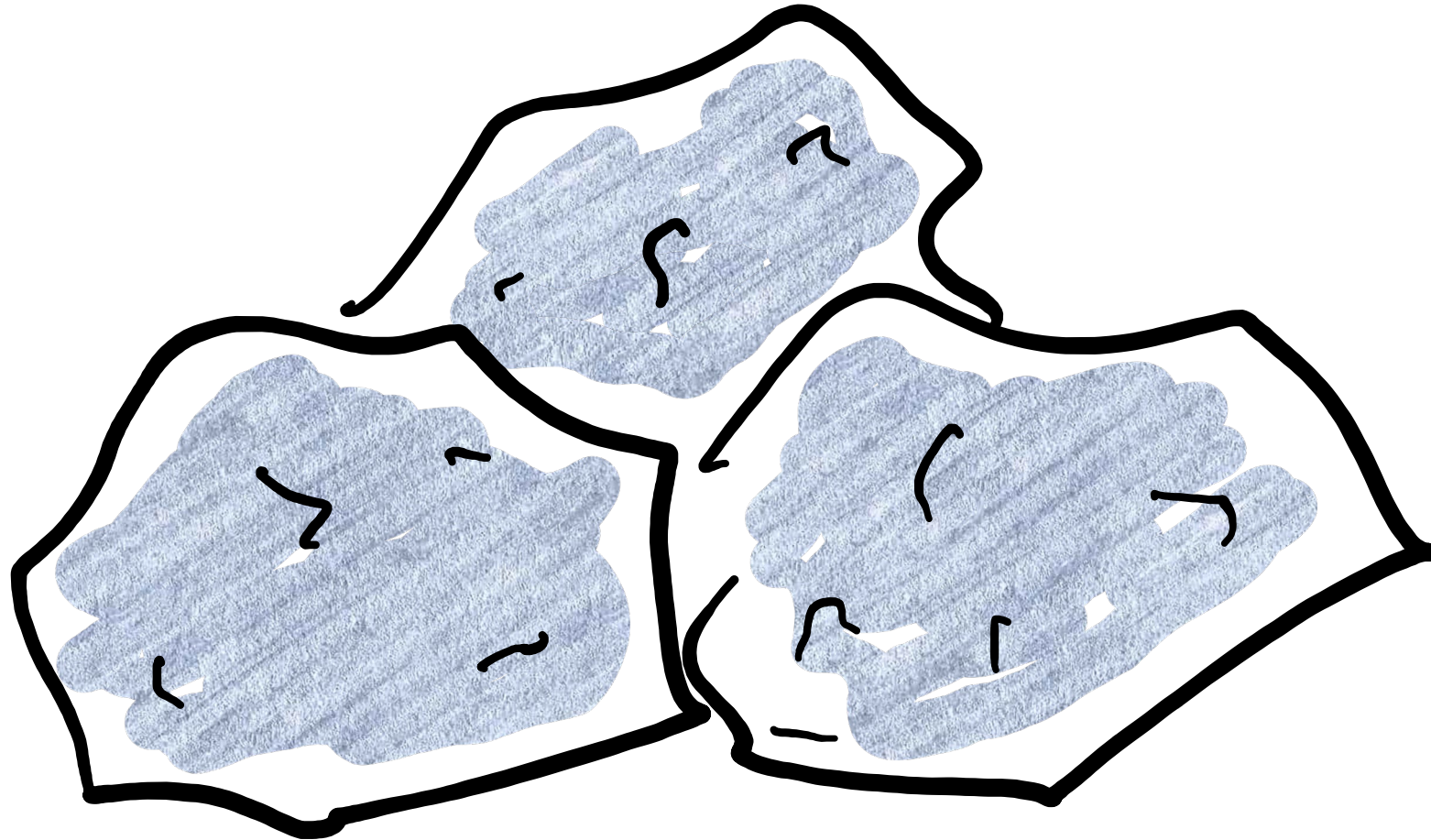
US President (1953–61)
inventor of the Priority Matrix



Urgent



Important





Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	1	2
NOT IMPORTANT	3	4

Urgent v Important

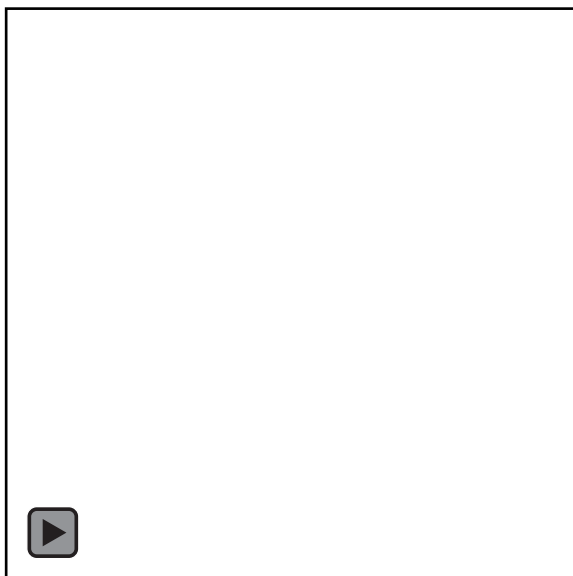
	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none">• Dispensing prescription medications• Consulting with physicians and patients• Head Office requests• Etc	<ul style="list-style-type: none">• Meeting medical representatives• Attending pharmaceutical training and webinars• Planning and managing budgets• IT and systems development• Etc
NOT IMPORTANT	<ul style="list-style-type: none">• Supervision of other pharmacy staff,• Advise patients on health-related topics• Unexpected texts or phone calls• Other people's priorities• Etc	<ul style="list-style-type: none">• Some administration duties• Some emails, phone calls, etc.• Being online, checking social media• Pleasant activities – which take time but add no value• Etc



**What % of your
time is spent in
each box (in a
typical week)?**

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Dispensing prescription medications • Consulting with physicians and patients • Head Office requests • Etc <p style="text-align: right; color: red; font-size: 2em;">65%</p>	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc <p style="text-align: right; color: red; font-size: 2em;">5%</p>
NOT IMPORTANT	<ul style="list-style-type: none"> • Supervision of other pharmacy staff, • Advise patients on health-related topics • Unexpected texts or phone calls • Other people's priorities • Etc <p style="text-align: right; color: red; font-size: 2em;">20%</p>	<ul style="list-style-type: none"> • Some administration duties • Some emails, phone calls, etc. • Being online, checking social media • Pleasant activities – which take time but add no value • Etc <p style="text-align: right; color: red; font-size: 2em;">10%</p>



What % of your
time would you
ideally like to
spend in each
box?

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Dispensing prescription medications • Consulting with physicians and patients • Head Office requests • Etc <p>50% 65%</p>	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc <p>5% 40%</p>
NOT IMPORTANT	<ul style="list-style-type: none"> • Supervision of other pharmacy staff, • Advise patients on health-related topics • Unexpected texts or phone calls • Other people's priorities • Etc <p>10% 20%</p>	<ul style="list-style-type: none"> • Some administration duties • Some emails, phone calls, etc. • Being online, checking social media • Pleasant activities – which take time but add no value • Etc <p>10% - 0%</p>

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none">• Dispensing prescription medications• Consulting with physicians and patients• Head Office requests• Etc	<ul style="list-style-type: none">• Meeting medical representatives• Attending pharmaceutical training and webinars• Planning and managing budgets• IT and systems development• Etc
NOT IMPORTANT	<ul style="list-style-type: none">• Supervision of other pharmacy staff,• Advise patients on health-related topics• Unexpected texts or phone calls• Other people's priorities• Etc	<ul style="list-style-type: none">• Some administration duties• Some emails, phone calls, etc.• Being online, checking social media• Pleasant activities – which take time but add no value• Etc

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Dispensing • Com • pat • He • Etc <div style="background-color: #333; color: white; border-radius: 15px; padding: 20px; text-align: center; font-size: 2em; font-weight: bold; margin: 20px auto; width: 80%;">Do</div>	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc
NOT IMPORTANT	<ul style="list-style-type: none"> • Supervision of other pharmacy staff, • Advise patients on health-related topics • Unexpected texts or phone calls • Other people's priorities • Etc 	<ul style="list-style-type: none"> • Some administration duties • Some emails, phone calls, etc. • Being online, checking social media • Pleasant activities – which take time but add no value • Etc

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Disputes • Complaints • Health • Etc <div style="background-color: #334d5d; color: white; text-align: center; padding: 20px; border-radius: 15px; font-size: 2em; font-weight: bold;">Do</div>	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc
NOT IMPORTANT	<ul style="list-style-type: none"> • Support staff, • Administration • Unimportant • Other • Etc <div style="background-color: #334d5d; color: white; text-align: center; padding: 20px; border-radius: 15px; font-size: 2em; font-weight: bold;">Delegate</div>	<ul style="list-style-type: none"> • Some administration duties • Some emails, phone calls, etc. • Being online, checking social media • Pleasant activities – which take time but add no value • Etc

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Disputing with medical representatives • Coping with patient complaints • Handling enquiries • Etc <p style="text-align: center;">Do</p>	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc
NOT IMPORTANT	<ul style="list-style-type: none"> • Supporting junior staff, • Administering • top • Unnecessary • Other • Etc <p style="text-align: center;">Delegate</p>	<ul style="list-style-type: none"> • Some • Some • Being • Please • add n • Etc <p style="text-align: center;">Dismiss</p>

Urgent v Important

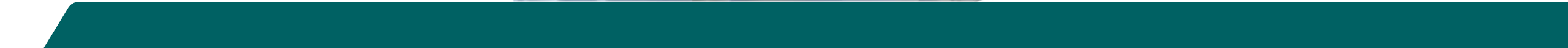
	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Disputes • Complaints • Health • Etc <p>Do</p>	<ul style="list-style-type: none"> • Meetings • Attendance • Planning • IT and • Etc <p>Decide</p>
NOT IMPORTANT	<ul style="list-style-type: none"> • Support • Admin • Unimportant • Other • Etc <p>Delegate</p>	<ul style="list-style-type: none"> • Some • Some • Being • Please • Etc <p>Dismiss</p>

Urgent v Important

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none"> • Dispensing prescription medications • Consulting with physicians and patients • Head Office requests • Etc 	<ul style="list-style-type: none"> • Meeting medical representatives • Attending pharmaceutical training and webinars • Planning and managing budgets • IT and systems development • Etc
NOT IMPORTANT	<ul style="list-style-type: none"> • Supervision of other pharmacy staff, • Advise patients on health-related topics • Unexpected texts or phone calls • Other people's priorities • Etc 	<ul style="list-style-type: none"> • Some administration duties • Some emails, phone calls, etc. • Being online, checking social media • Pleasant activities – which take time but add no value • Etc



Questions & Answers

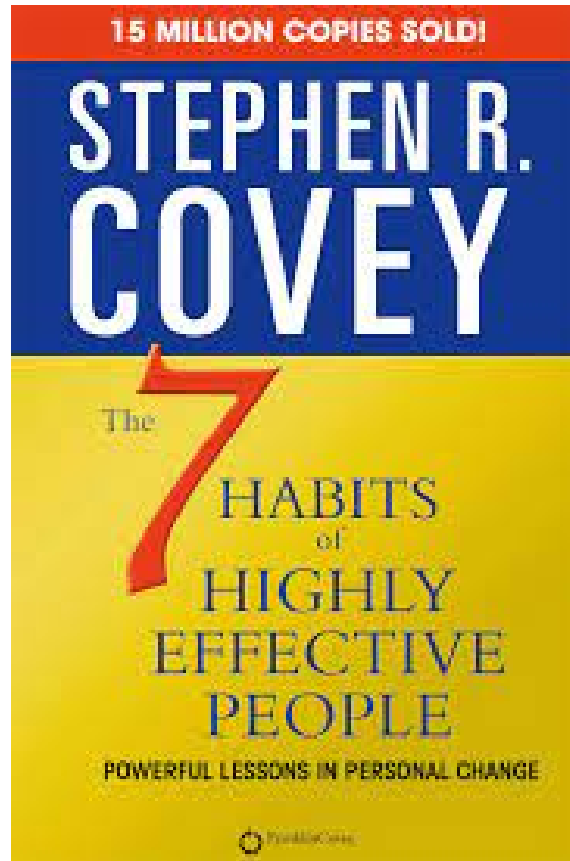


Key Takeaways and Hacks

- Use the **Matrix** instead of a simple *To Do* list
- Work in the order : 1, 2, 3 (eliminate 4)
- Apply The **4 D's** : Do, Delegate, Dump and Decide
- Accept that fact that most of your time will be in Box 1
- Create a '*Not to Do*' or '*Stop Doing*' List for Box 4 tasks (to free up time)
- Challenge other people's sense of urgency in Box 2 (to free up time)
- Delegate any Box 2 tasks that you possibly can (to free up time)
- Use the freed-up time for your Box 2 activities
- Create *False Urgency* for box 2 tasks

Borrow time from your personal life only as a last resort and only ever temporarily!

And finally...



“The key is not to prioritize what’s on your schedule, but to schedule your priorities.”

Stephen Covey



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Thank You