

Missouri Science & Technology
Setting Priorities and Finding the Right Balance
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Define success for yourself using Stephen Covey's Time Management Grid

| | Urgent | Not Urgent |
|---------------|---|---|
| Important | <p>I</p> <ul style="list-style-type: none">➤ Crises➤ Pressing problems➤ Firefighting➤ Major scrap and rework➤ Deadline-driven projects <p style="text-align: center;">Manage</p> | <p>II</p> <ul style="list-style-type: none">➤ Prevention➤ Production capability activities➤ Relationship building➤ Recognizing new opportunities➤ Planning➤ Re-creation <p style="text-align: center;">Focus</p> |
| Not Important | <p>III</p> <ul style="list-style-type: none">➤ Interruptions➤ Some calls➤ Some mail➤ Some reports➤ Some meetings➤ Proximate pressing matters➤ Popular activities➤ Some scrap & rework <p style="text-align: center;">Avoid</p> | <p>IV</p> <ul style="list-style-type: none">➤ Trivia➤ Busywork➤ Some mail➤ Some phone calls➤ Time-wasters➤ Pleasant activities <p style="text-align: center;">Limit</p> |

Action Item 1 – List at least one item in Quadrant I (urgent/important) that you will eliminate within the next month.

1.

Action Item 2 – List at least three items in either Quadrants III or IV (unimportant) that you will eliminate within the next month.

1.

2.

3.

Build support networks

Action Item 3 – Write down the name of 5 potential mentors.

1.

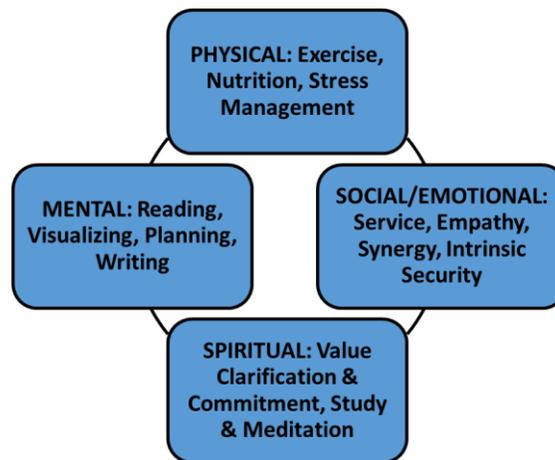
2.

3.

4.

5.

Practice self-renewal using Stephen Covey's Four Dimensions of Renewal



Action Item 4 – Define how you will sharpen your saw and make a weekly commitment.

Watch out for these classic mistakes

Mistake – prioritizing things that we like to do, which are also usually the things that we are good at doing.

The fix – become at least good in all and excellent in one or two based on the importance at your institution.

Mistake – working on short-term tasks with firm due dates, thus long-term tasks suffer.

The fix – prioritize both short and long-term tasks within Quadrant II on the Time Management Grid.

Mistake – compartmentalizing – I'm doing research, now I'm teaching, now I'm doing service – find ways to integrate!

The fix – stop and study what you are doing and determine how it can be leveraged across multiple areas.

Mistake – I don't have time to write!

The fix – commit to writing daily and determine how long, when and where...pick your most productive time.

References

- *The 7 Habits of Highly Effective People*, Stephen R. Covey, 1989.
- *Lean In: Women, Work, and The Will to Lead*, Sheryl Sandberg, 2013.
- "Manage Your Work, Manage Your Life," Boris Groysberg and Robin Abrahams, *Harvard Business Review*, March 2014, Vol. 92, No. 3, pgs. 58-66.
- *The Sleep Revolution: Transforming Your Life, One Night at a Time*, Arianna Huffington, 2016.
- *Why We Sleep: Unlocking the Power of Sleep and Dreams*, Matthew Walker, 2017.