

# How to Have the Time of Your Life and Get Your Legislative Work Done Too!



Pam Vaccaro, MA, CSP



# TO DO

Call Mary

Make airline reservations

Find dog sitter

# What Was I Thinking?







# What Was I Thinking?



**“By the early 1990’s most post-industrialized nations will have a four-day work week, increased leisure time, and a paperless environment.”**

**1979**

**Pam Vaccaro**





Project  
Management

Project  
Management

Project  
Management

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Management

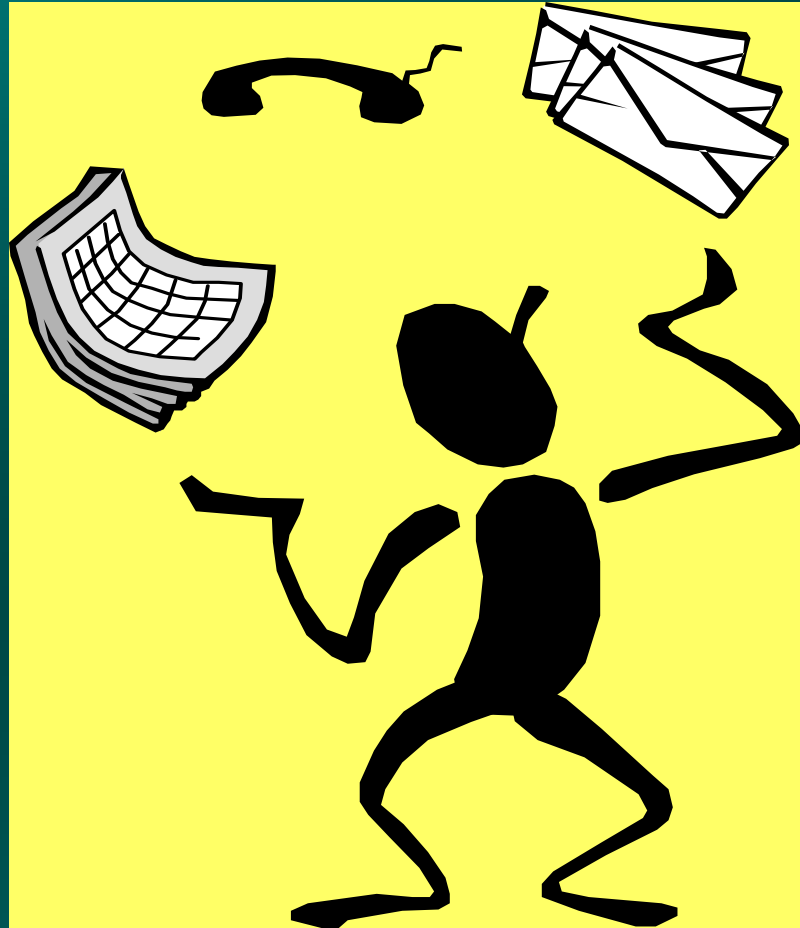
Project  
Management

Project  
Management

Project  
Management



**It's all about you!**



**Thanks to my interviewees!**

Michelle Litjens

Tim Cullen

gettyimages®





# Gold Card

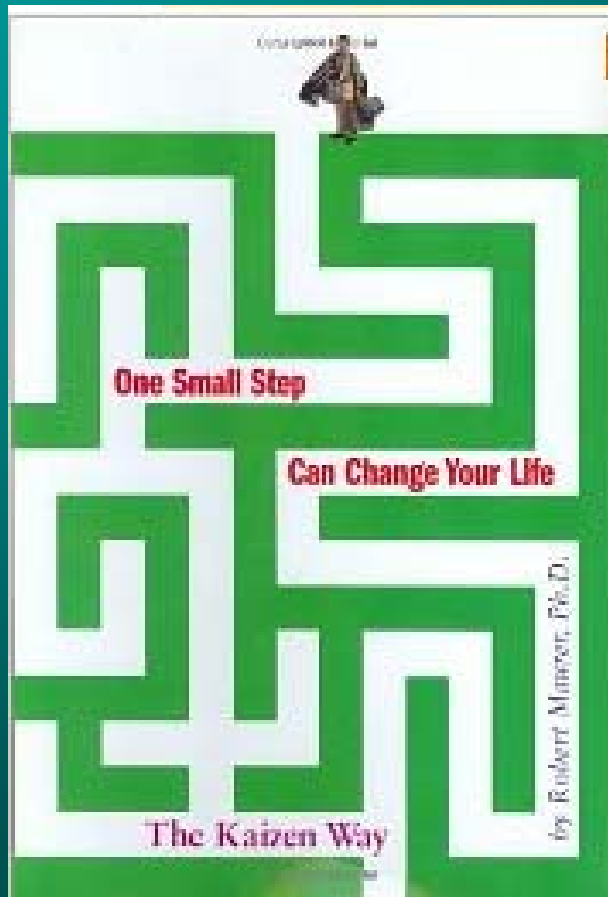
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# For More Information

- For copy of this PowerPoint contact [pam@designsonline.com](mailto:pam@designsonline.com)





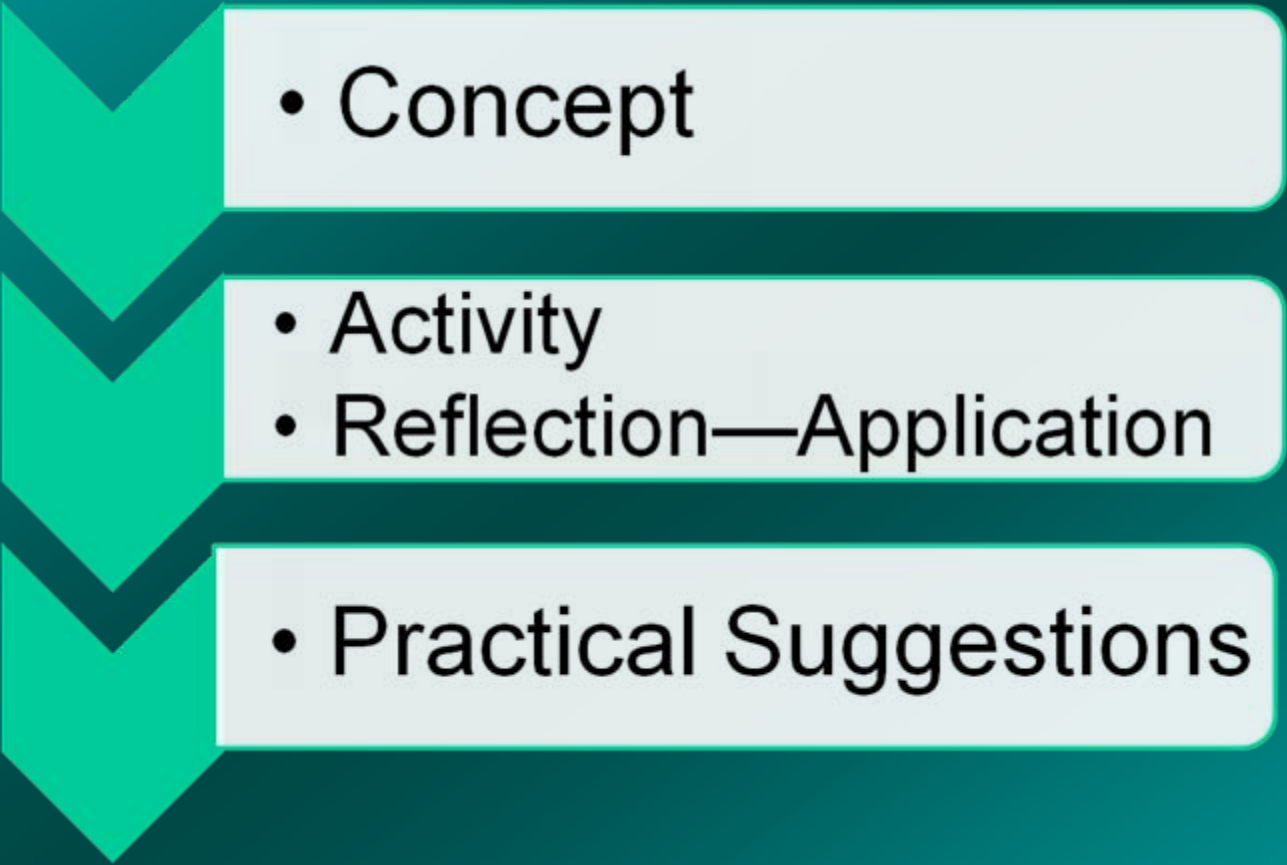
# Kaizen

“Think Small  
Live Big”

# **What We Will Accomplish!**

- ✓ **Observe cultural changes influencing effective priority management and identify ways to adjust to these changes**
- ✓ **Re-define “time management”**
- ✓ **Over 20 time-saving tips**

- ✓ **Establish ways to do be a planner “on your feet”**
- ✓ **Re-define interruption and identify appropriate ways to say “no”**
- ✓ **Identify best ways to communicate priorities effectively—face to face, E-mail**
- ✓ **How to have the time of your life—work-life balance**



- Concept

- Activity
- Reflection—Application

- Practical Suggestions

# Challenging the Myth of Work-Life Balance



# Work-Life Balance



Work-Life Balance

# What assumptions create the myth?

- There needs to be equal time for work and life.
- Work is not “life.”
- We wait for “life” while we work.
- “I just need to know the right time management tools.”
- “ I should always feel in balance.”



# Truths

- Most people spend more TIME at work than at “life.”
- 2005 Conference Board survey—only 50% say work is satisfying.
- Balance is not about TIME, but what we pay attention to in our lives.



# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- Connecting with others
- Being relaxed
- Feeling happy
- Being in the moment

# **Big Question??????**

Can I have the time of my life and  
get my work done too?

**Four steps to creating life balance,  
have the time of your life....**

**And get your “work” done too!**

**Step 1**

**Getting real about your world!**

meditation

*express*

STRESS  
RELIEF

IN

60 SECONDS

FLAT

Angie L. Parker-Ross and Michael Davis

# Solved

The Right Brain

Way to Resolve  
*by* Whatever's

Bothering You in  
**Sunset**

One Day or Less



**CAROL ORSBORN**

Author of *What Your Child Can't Tell You About Himself*







*What, no kitchen sink? Van has everything else*



# **Comedian Stephen Wright**

**“I have a microwave  
fireplace.....**

**...You can lie in front  
of it all night in only  
eight minutes.”**

# Spas for kids, tweens, and teens!



# Zen saying:

- “This being the case, how shall I move forward?”

# Step 2

## **There's no time like the *present*.**

Key Elements of Having the “time of your life”

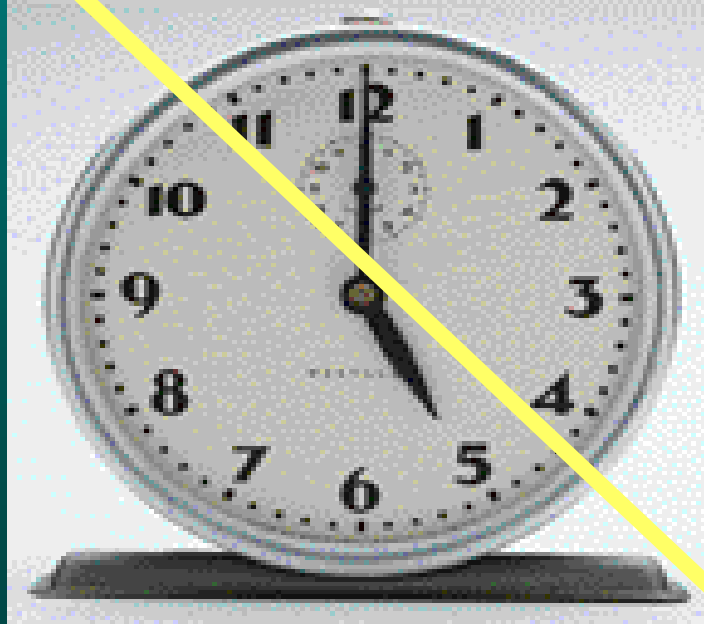
- Being in the present
- Being relaxed



# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- Connecting with others
- Being relaxed
- Feeling happy
- **Being in the moment**





**“ADD”**

**“F D D”**

**F**ocus

**D**eficit

**D**isorder <sup>TM</sup>

**The word “*focus* ?”**



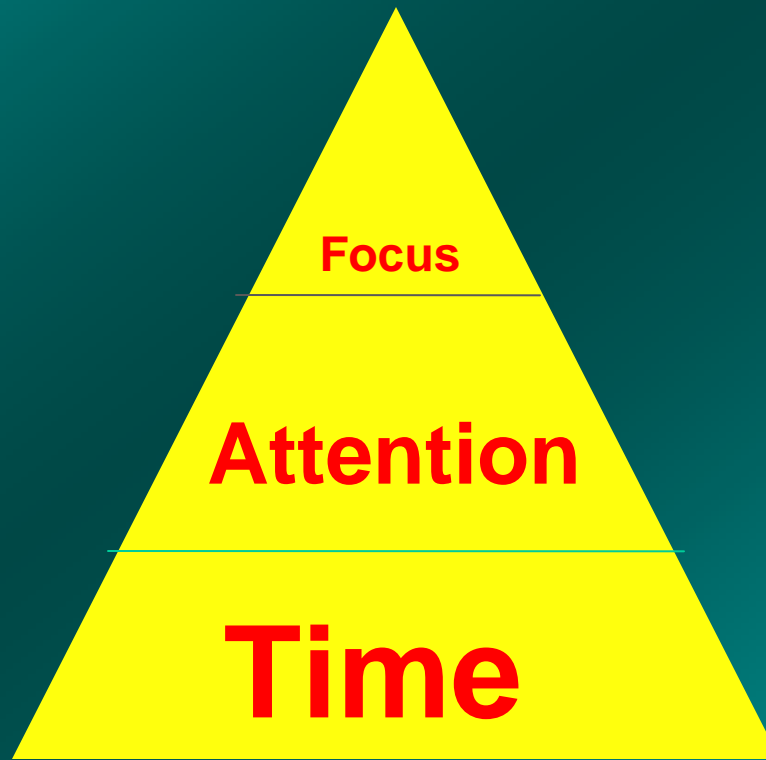




# Choose to Focus “Show up”



# The important time-attention-focus perspective.



**Intention**  
**Attention**  
**Retention**

# **Facts.....**

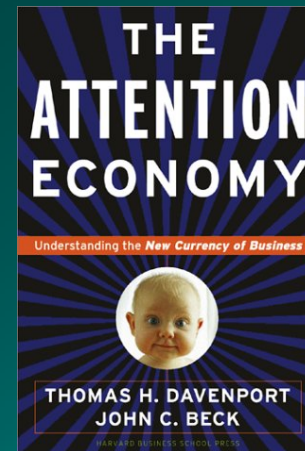
**We do not manage time. We can only manage our attention.**

**At any given moment, we choose how to focus our attention.**

**What I pay attention to in my life creates the balance I desire....not the time I spend on any one aspect of my life.**

# Good Reads

- *Open-Focus Brain*
  - Les Fehmi and Jim Robbins
  
- *The Attention Economy*
  - Tom Davenport and John Beck



**Reconsider multi-tasking**

# Check for Accuracy

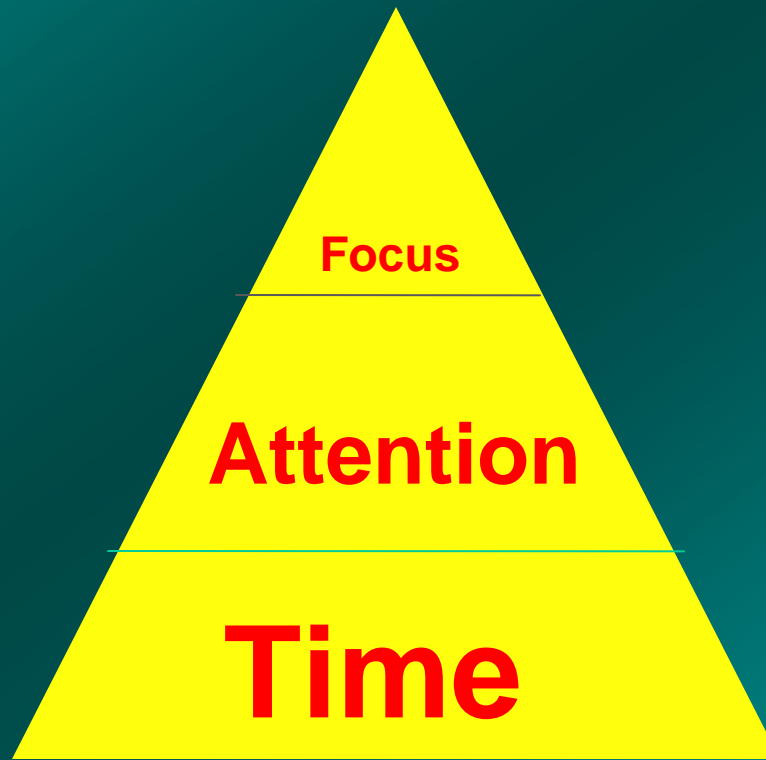
- Who?
- What?
- When?



## **Another way to encourage yourself to focus on single-tasking**

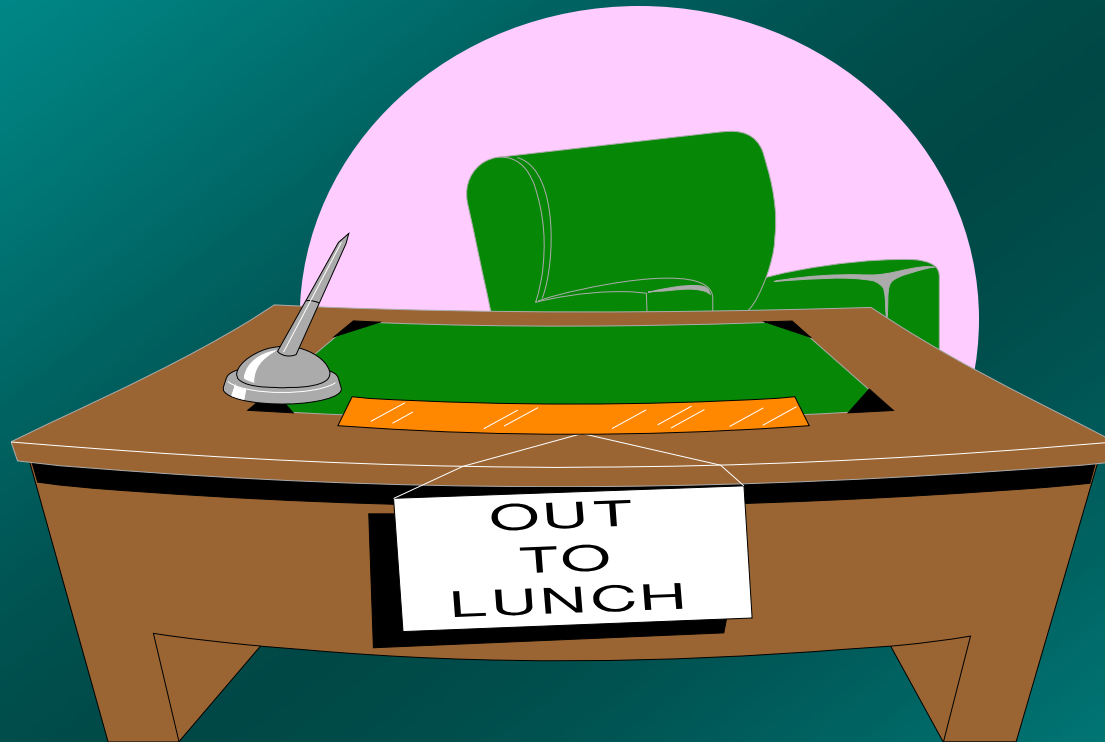
- Observe February 21 next year.  
“Single Tasking Day”

# The important time-attention-focus perspective.



# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- Connecting with others
- **Being relaxed**
- Feeling happy
- Being in the moment



**Take Recess**







meditation







meditation

*express*

STRESS

RELIEF

IN

60 SECONDS

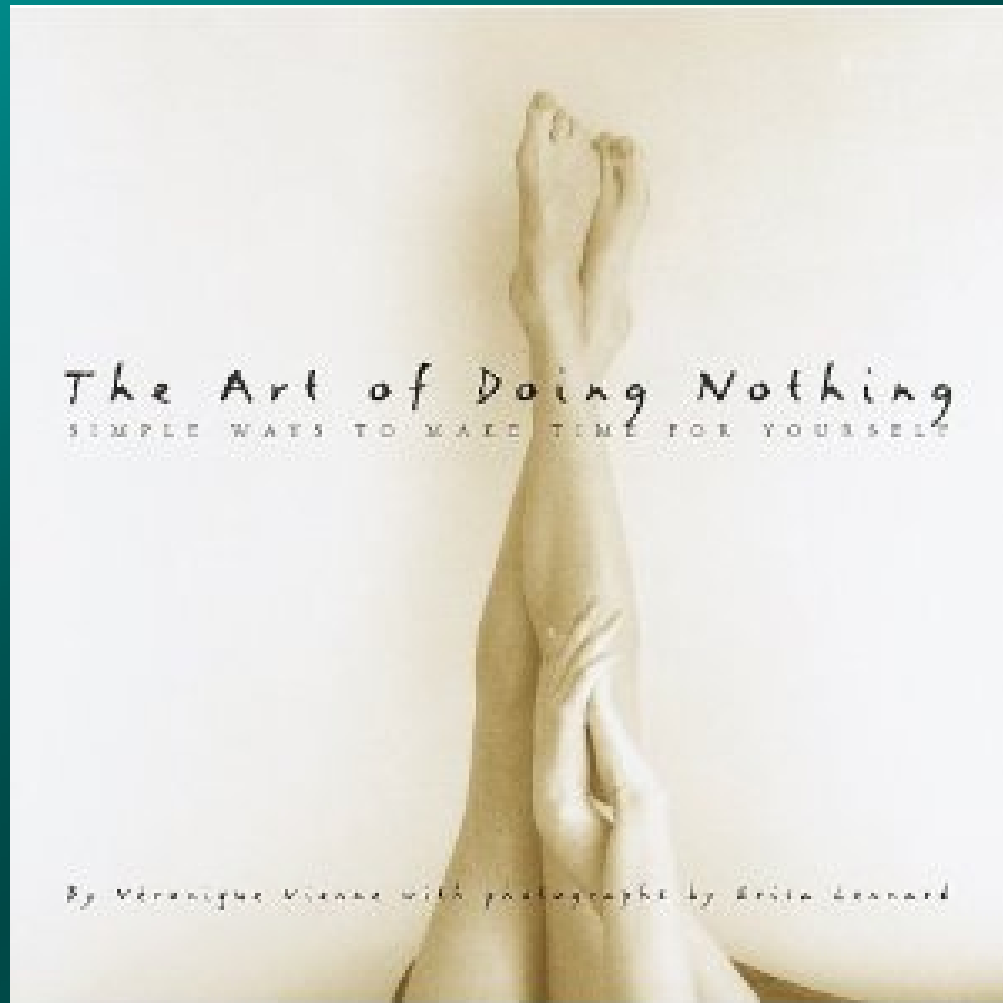
FLAT

*Nancy L. Butler-Ross and Michael Suib*



**Tip**







**Tip**



“I’m waiting for  
**Block of Time.**”

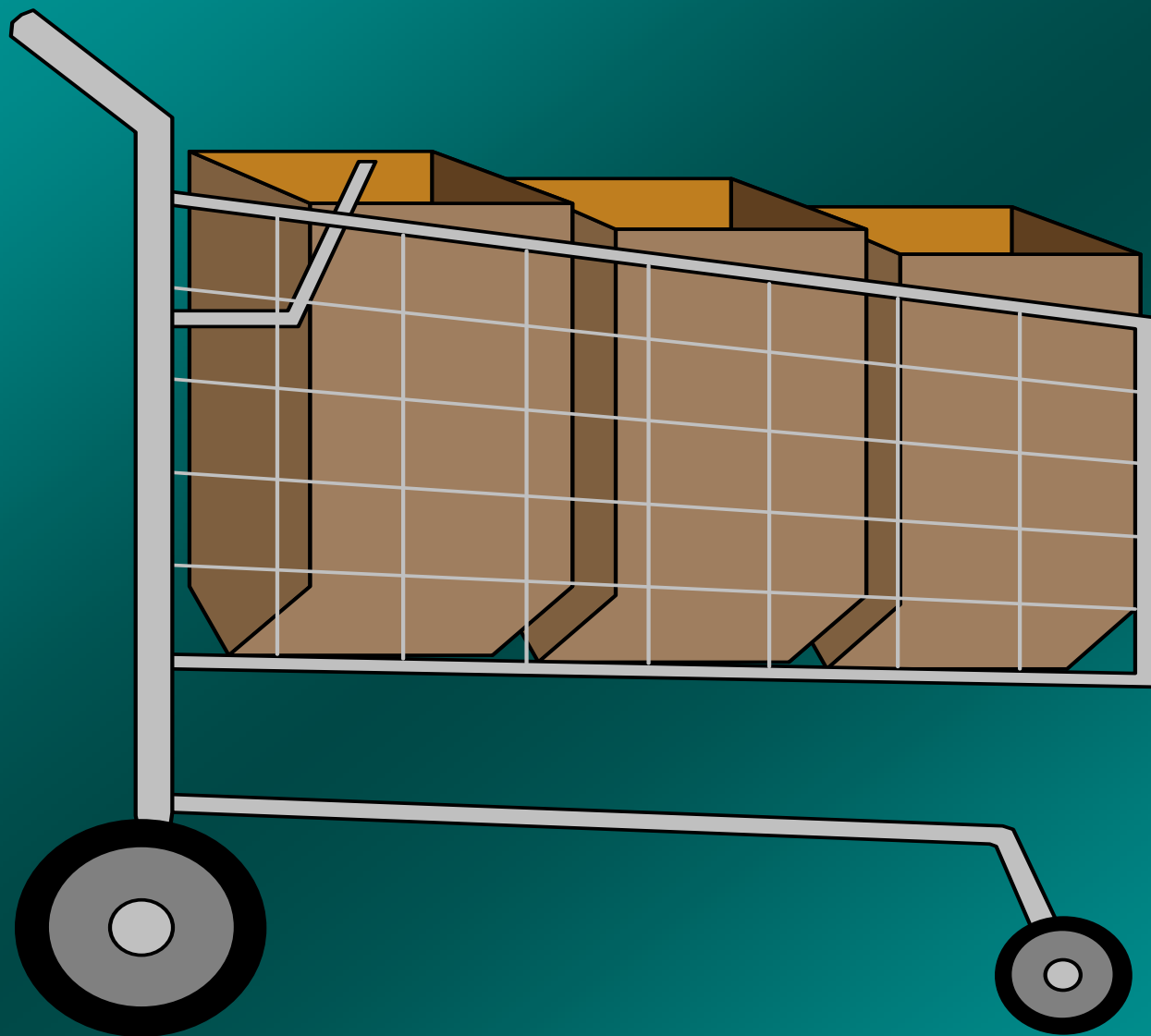
**Myth**



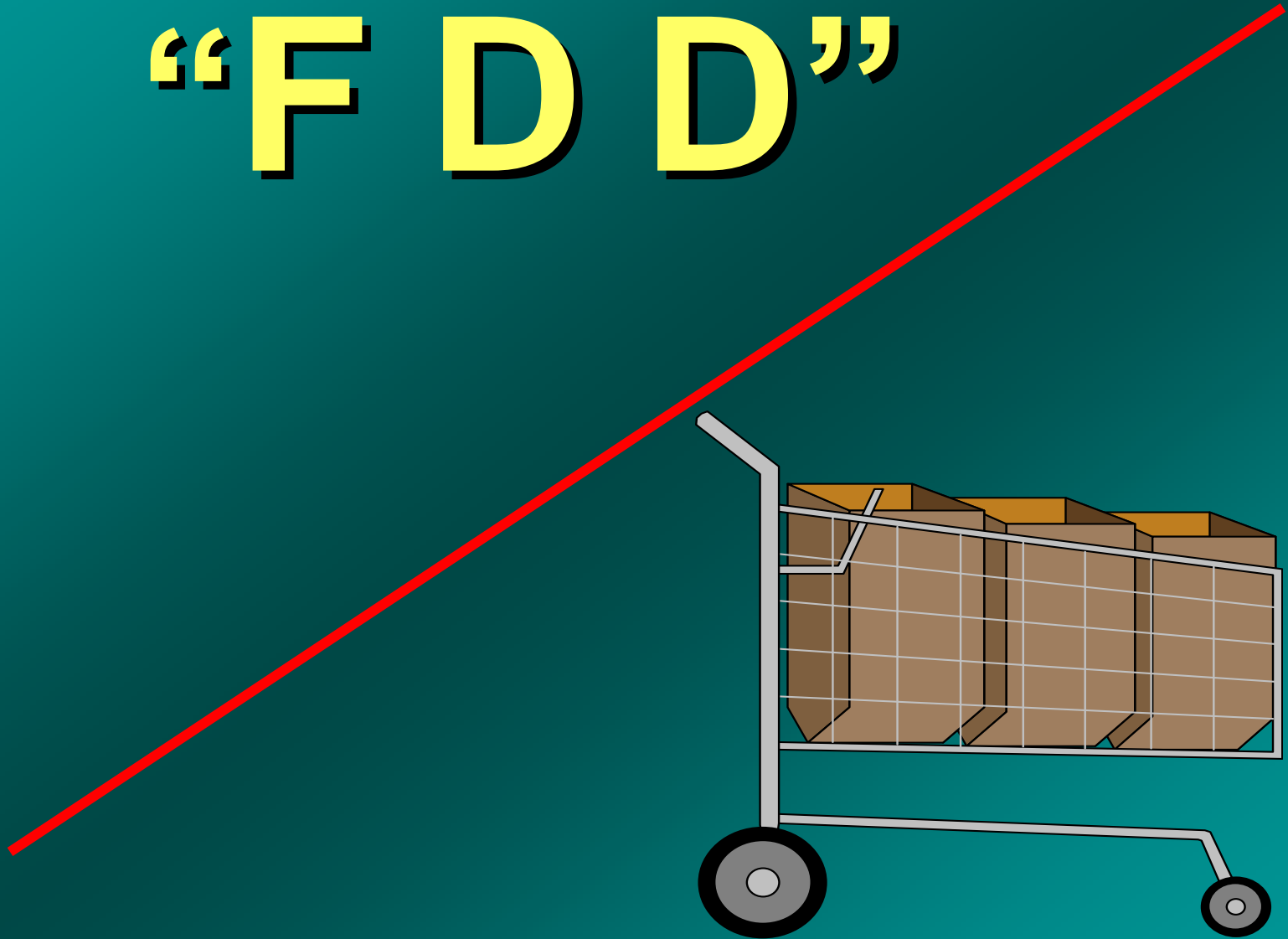
# Snippets of Time!







“F D D”



# “APPS”

- Redefine time management
- Manage your focus not your time
- Reconsider multi-tasking then use “who, what, where, when” checklist
- Always check for accuracy in multi-tasking situation
- Take “recess” your way
- Make good use of “snippets” of time
- Don’t give away your time or focus

# Step 3

## Live with *intention*.

Key elements for having the “time of your life”

- Being in sync or alignment
- Connecting with others

# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- Connecting with others
- Being relaxed
- Feeling happy
- Being in the moment

# What's **YOUR** Best Guess?

- Time Management
- Goal Setting
- Procrastination
- Getting Organized
- Managing Multiple Priorities





**Dr. Michael Fossel**

# TO DO

Call Mary

Make airline reservations

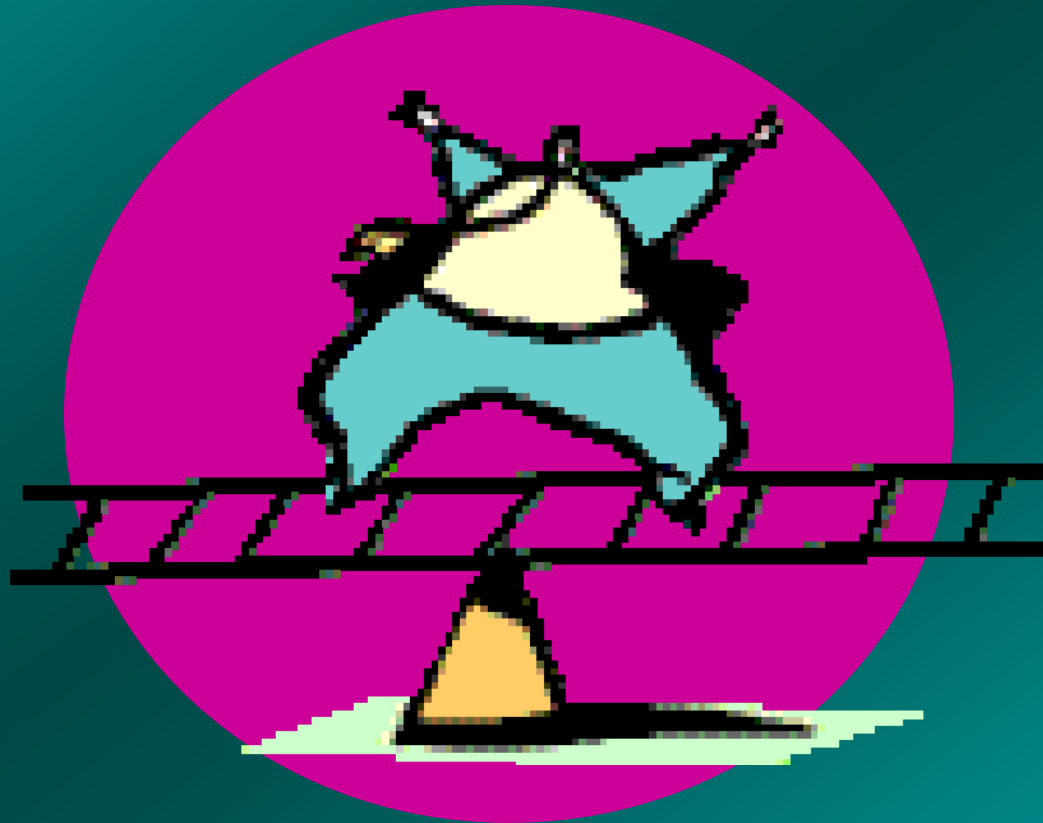
Find dog sitter



**Happy 110<sup>th</sup> birthday!**



# Operating Principles





*“It’s not hard to make  
decisions when you know  
what your values are.”*

**Carry this with you!**

**80/20**



**20 % of our tasks produce  
80% of the desired outcomes.**

**D.**  
not urgent  
not important  
\*great fun/thoughtless  
(sub for procrastination)

**A.**  
not urgent  
important  
\*high level of gratification  
(often postponed)

**C.**  
urgent  
not important  
\*delusional  
(often unquestioned)

**B.**  
urgent  
important  
\*tension-building  
(given the most attention)

**20%**

# Important vs. Urgent

*“What’s the Difference?”*



**80%**

**D.**

not urgent  
not important

\*great fun/thoughtless  
(sub for procrastination)

**A.**

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important

\*high level of gratification  
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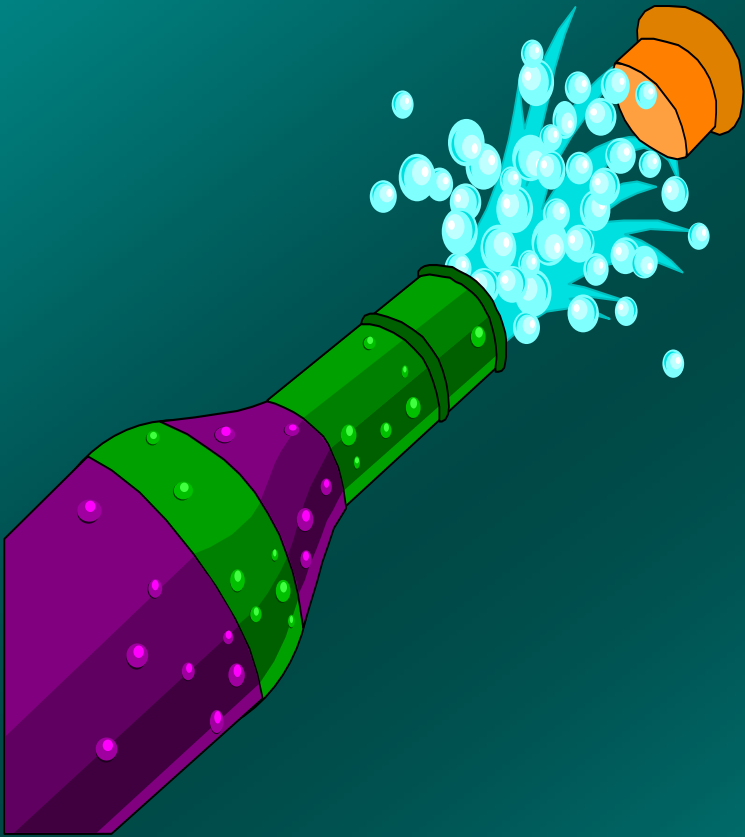
urgent  
important

\*tension-building  
(given the most attention)

- **Don't do it.**
- **Do it and don't whine.**

# Two Kinds of Whine

- Cheap whine
- Fine whine





- **Don't do it.**
- **Do it and don't whine.**
- **Question/Negotiate/Think.**

**80%**

**D.**

not urgent  
not important

\*great fun/thoughtless  
(sub for procrastination)

**A.**

not urgent  
important

\*high level of gratification  
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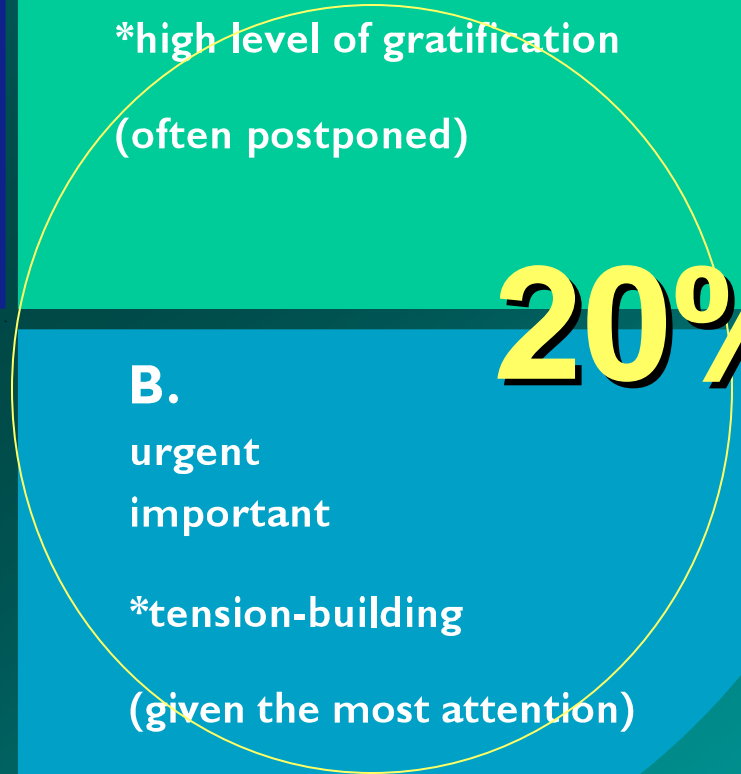
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**20%**

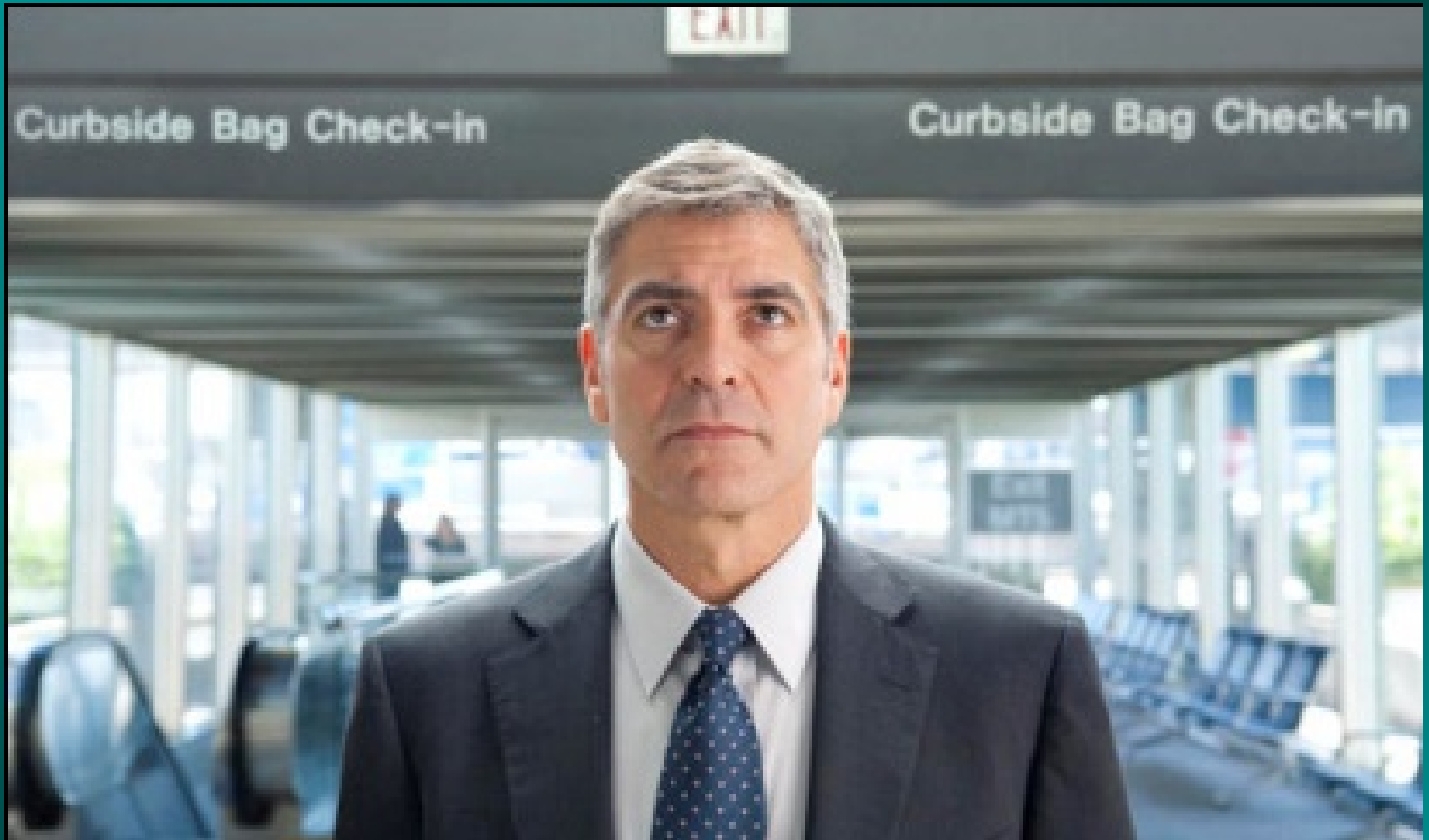














# Your “backpack” questions!

- When did I throw my backpack over the wall?
- What do I want to do yet that will require me to throw my backpack over the wall?



**What's it look like?**

# What's it look like list

- A healthy me
- My child's thank you list from the future!
- Soulmate







# “Keeping it Simple and Smart”

**S**pecific

**M**easurable

**A**ttainable

**R**elevant

**T**ime Trackable

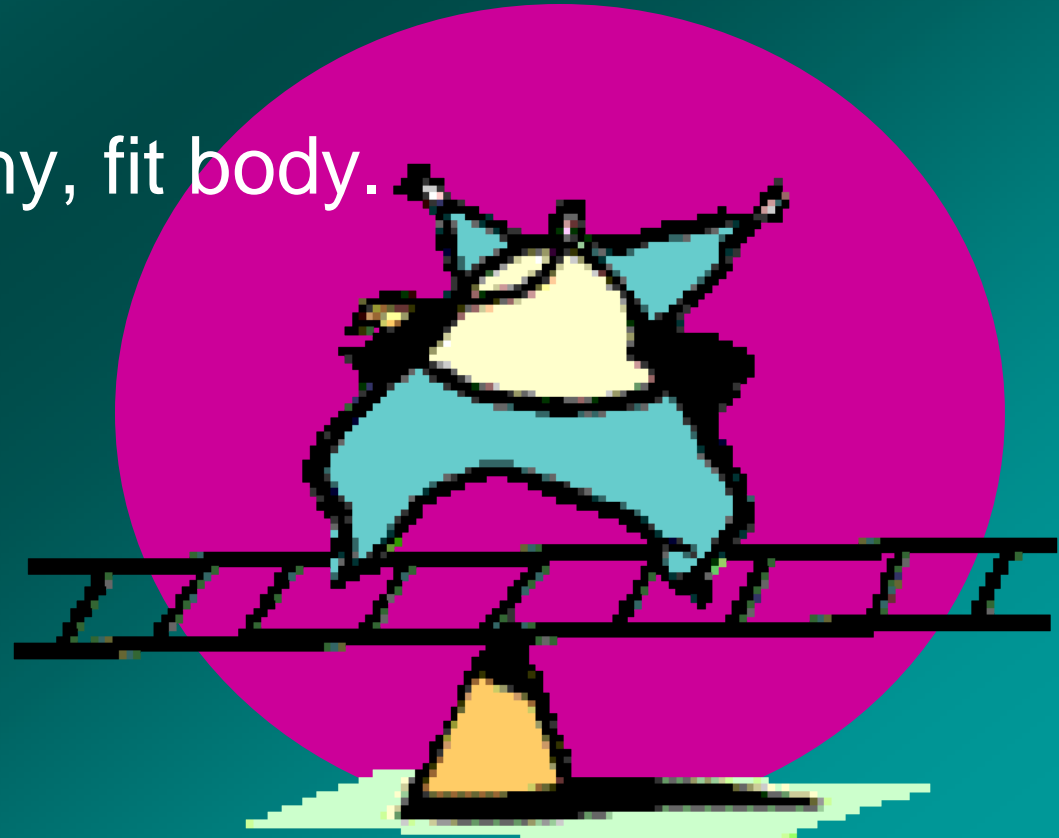
**E**lastic

**R**ememberable



# Operating Principles

- To be loving, caring, appreciative person to others in my life.
- To have work that is passionate, fun, creative, and fulfilling.
- To maintain a healthy, fit body.



**What's it look like?**

**15=8**



- **Plan by the week**
- **Adjust by the day**
- **Discern hourly**







***“It does not matter if you have the latest technology.***

***If you don’t practice good planning, you remain ineffective at a faster speed.”***

***Pam Vaccaro***

***2005***



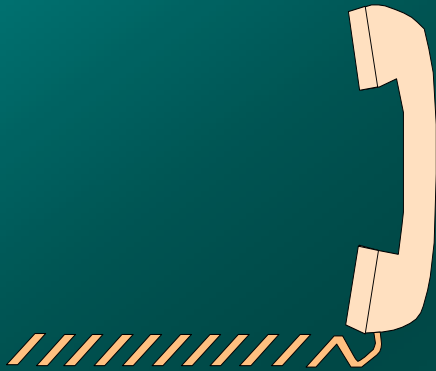
# “APPS”

- Know what drives you. Values.
- Know your 20% at all times.
- Set goals and create balance. Mental-Physical-“Spiritual”- Physical-Social.
- Always be able to answer this question about your priorities: “What’s it look like?”
- Learn from your GPS.

# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- **Connecting with others**
- Being relaxed
- Feeling happy
- Being in the moment

# Interruption?



# Interruption?



An opportunity to  
question your current set  
of priorities...

$$1 \equiv 4^{1/2}$$



# Two things everyone wants to know plus 1

- 1.** What are you going to do for me?
- 2.** When are you going to do it?
- 3.** Give an update if possible.



# The 3 Qs



**September 27, 2010**

Family Day: A Day to Eat Dinner with Your Children

**[Casafamilyday.org](http://Casafamilyday.org)**



# October: National “Communicate with your Children” Month





**Never underestimate the power of the “dining room table.”**



# “APPS”

- Redefine an interruption.
- Remember 1 = 4 ½.
- 3 Qs for deepening your connection and retention.
- Updates help you stay connected.
- Never underestimate the power of the dining room table

## Step 4

### ***Live authentically.***

Key elements for “having the time of your life”

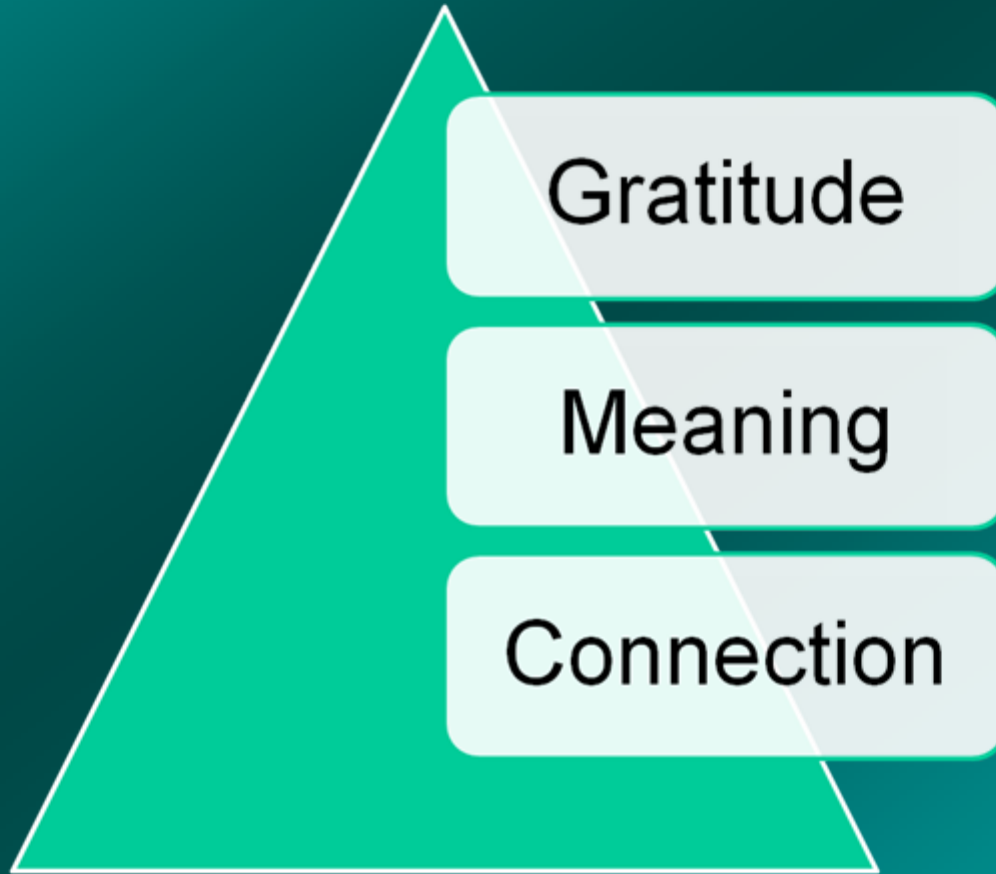
- Being themselves
- Feeling happy

# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
- Connecting with others
- Being relaxed
- **Feeling happy**
- Being in the moment

**Let's talk about happy!**

# Happiness



# Happiest people:

- Aware of strengths (gifts)
- Get to use them
- Have a sense then they make a difference in the world



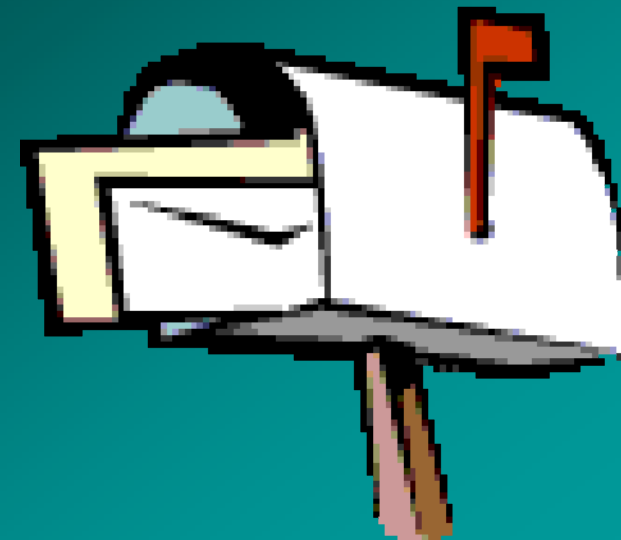




# Value or Key Operating Principle:

“To be a loving, caring,  
appreciative person to others  
in my life.”

Long range goal: I write a thank you  
note to some deserving person,  
professional or personal, once a  
month for the next year.





Thank You

January 1, 2009—December 31, 2009



January 1, 2009—December 31, 2009



Pam's House



**Count your blessings instead of your interruptions, to-dos, etc.**

# Key elements for having the time of your life

- Being themselves
- Being in sync (alignment)
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- Feeling happy
- Being in the moment





**C**

**“The concept is interesting and well-informed, but in order to earn better than a ‘C’, the idea must be feasible.”**

**Creating an overnight  
delivery service!**

**Fred Smith, Founder of  
Fed EX**

# Beyond The Ice Cream Cone

The Whole Scoop on Food at the 1904 World's Fair

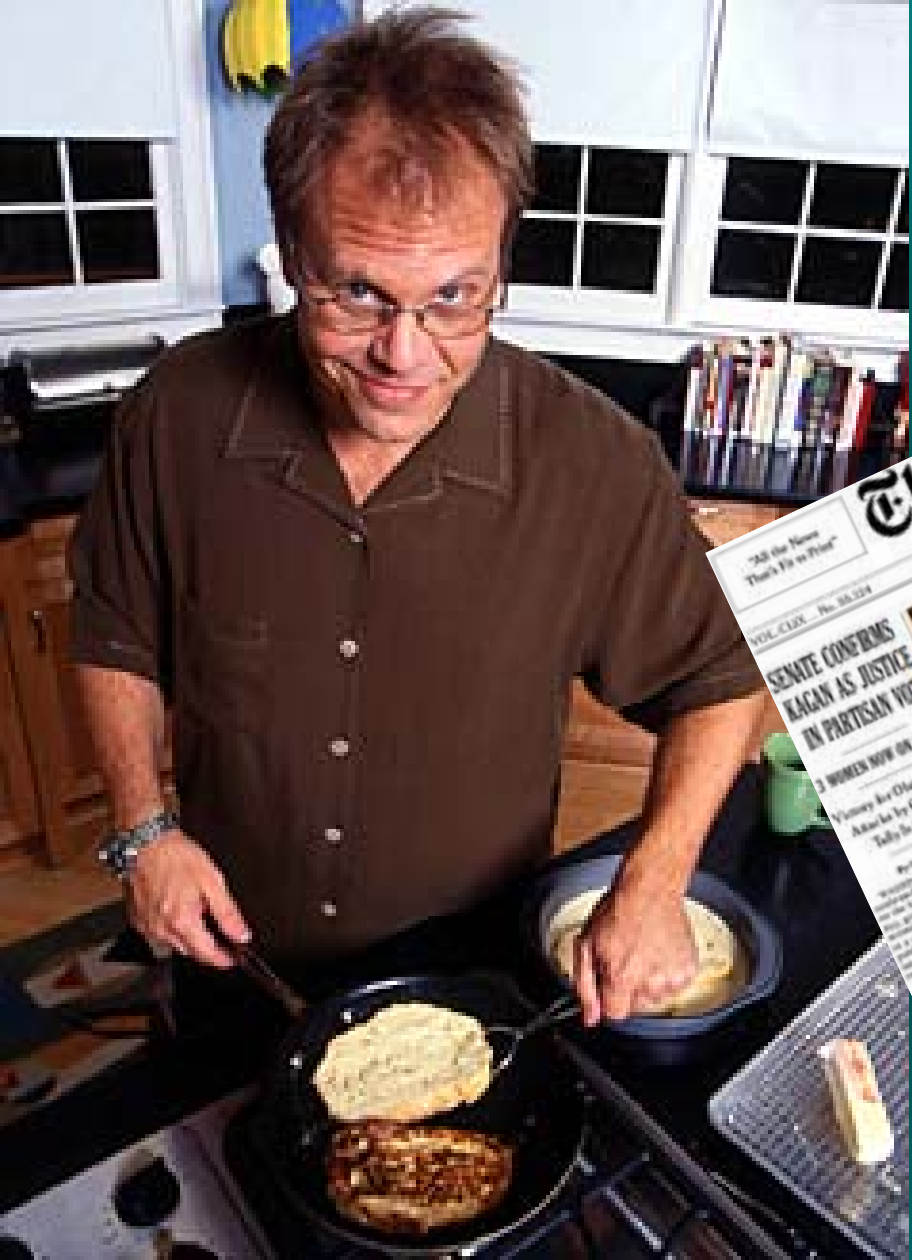


Pamela J. Vaccaro



- “How will you feel if you don’t write this book?”





**The New York Times**  
NEW YORK, FRIDAY, AUGUST 4, 2006  
\$2.00

**RUSSIA, CRIPPED BY DROUGHT, BANS EXPORTS OF GRAIN**  
**PRICES OF WHEAT SOAR**  
A Bold Intervention by Paris as Fields Burn in a Heat Wave

**SENATE CONFIRMS KAGAN AS JUSTICE IN PARTISAN VOTE**  
3 WOMEN NOW ON COURT  
Victory for Obama After Attack by C.O.F.—Tally Is 63 to 37

**Exotic Deals Put Denver Schools Deeper in Debt**  
**Two New Paths To the Dream: Regeneration**

**Lawmakers Linked to Centers Endowed by Corporate Money**

**Calm 911 Call, a Killer of 8 of Wanting to Kill More**

**Beyond The Ice Cream Cone**  
The White House in Face of the 2006 World Fair  
Patricia J. Vaccaro



- “How will you feel if you don’t\_\_\_\_\_?”

# “APPS”

- Keep in mind what gives your choices meaning and what does it look like.
- Remember happy has a lot to do with your perspective.
- Implement intentional gratitude in your life.



# Bonus Step #5

## ***Live strategically.***

- Simplify
- De-clutter
- Do it now!

# Simplify!



# Diplomatic Strategies for Saying “NO”

- Flat “NO”
- Nice “NO”
- Conditional “NO”
- Considered “NO”
- (No Guts “NO”)
- Assisted “NO”
- Negotiated “NO”



A simple philosophy for de-cluttering  
anything in your life!

# How to say “no?”

- What do I want to say a resounding “yes” to every day of my life?



# De-cluttering your “stuff” .....





**...might need this!**

**...kids will want this!**

**...might be sued!**

**...might fit again!**



**...fit?**



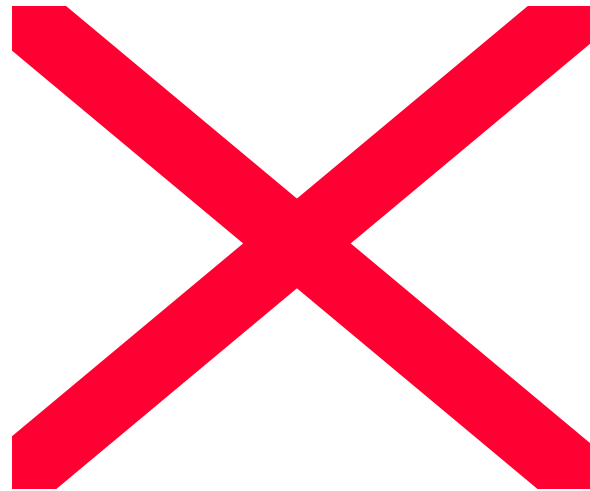
**...use?**

**...place?**

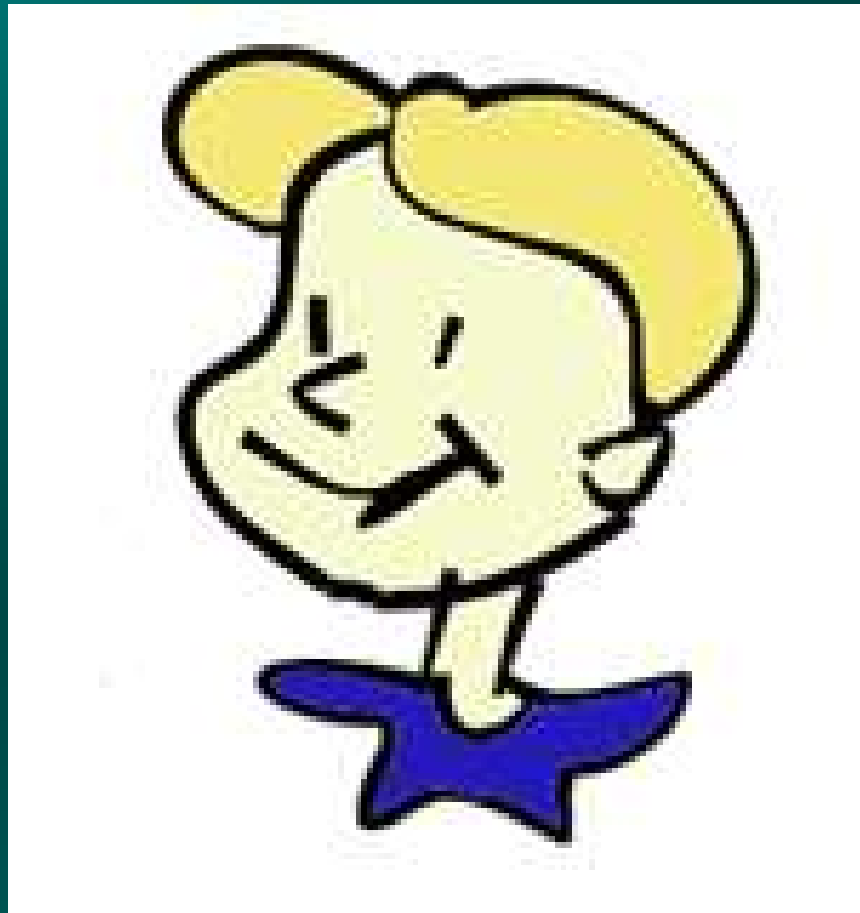
**...love you back?**

**Don Aslett's *Lose 200 lbs This Weekend***





# De-cluttering your time.....





**20%**

**Inbox - Microsoft Outlook**

File Edit View Go Tools Actions Help Adobe PDF

Type a question for help

New Reply Reply to All Forward Send/Receive Find Type a contact to find

SPAMfighter Block Unblock More... Your SPAMfighter PRO has expired - Click to buy

**Mail**

Favorite Folders

- Inbox (17)
  - Unread Mail
  - For Follow Up
  - Sent Items

All Mail Folders

Personal Folders

- Deleted Items (19)
- Drafts (2)
- Inbox (17)
  - Compelling (3)
    - CustCatcher
    - EdgeUpNew
    - E-letterRespo
    - Geneology
    - Komando
    - McKenzie
    - Misc
    - MMind
    - Prospects
    - survey
    - SURVEY-NPme
    - Teleseminars
    - Travel
    - Webhosting
    - WebShoppir
  - Customers (3)
    - ABC
    - Adams
    - AllPro
    - AllSc...

Mail

Contacts

**Inbox**

From	Sent	Subject
JoAnna Brandi	Tue 6/17/2008 1:50 PM	The Positive Side of Negative Thinking
Margaret Michael	Tue 6/17/2008 1:49 PM	RE:
Margaret Michael	Tue 6/17/2008 1:48 PM	Read:
<b>Kerrie Rogers</b>	<b>Tue 6/17/2008 12:47 PM</b>	<b>4th Tuesday Training</b>
Specialtypc@aol.com	Tue 6/17/2008 11:37 AM	Colonoscopy Journal
Royal Caribbean International	Tue 6/17/2008 11:33 AM	Please complete a Royal Caribbean survey
Pest Management Professional	Tue 6/17/2008 11:01 AM	Buzz Online - June 17, 2008
Jeffrey Lamont Brown	Tue 6/17/2008 10:28 AM	New Work - June 2008
SucceedingInBusiness.com	Tue 6/17/2008 10:06 AM	Success Tips Newsletter: Hawaii
Margaret Michael	Tue 6/17/2008 10:05 AM	
QA-newsletter@gie.net	Tue 6/17/2008 9:50 AM	Quality Assurance Magazine Product E-Newsletter for T...
Archiver's	Tue 6/17/2008 9:38 AM	Learn new scrapbooking techniques at Archiver's!
* Alexandria Brown *	Tue 6/17/2008 9:21 AM	June, psst... want to know my secret?
Tiger Hill	Tue 6/17/2008 8:27 AM	Patriotic T-Shirts, Perfect for 4th July Celebrations!
Jennifer Kyrnin - About.com Web Design Guide	Tue 6/17/2008 4:17 AM	About Web Design: Freelancing; polite requests; what t...
Kim Komando Show Daily Tip	Tue 6/17/2008 4:00 AM	Kim Komando Show Tip of the Day - Tuesday, June 17, ...
Kim Komando Show Daily Cool Site	Tue 6/17/2008 1:30 AM	Kim Komando Cool Site of the Day - Tuesday, June 17, ...
Robert Middleton	Tue 6/17/2008 1:23 AM	More Clients - 06/17/08 - Life on the Road
Borders Rewards	Tue 6/17/2008 1:06 AM	"Your Choice" Coupon & New 40% Off Member Benefit
Angela Schaefer	Mon 6/16/2008 4:53 PM	Newsletter
Michael Izsak	Mon 6/16/2008 4:46 PM	RE: Michael H. Izsak, Esq. --PowerPoint Debut!
Margaret Michael	Mon 6/16/2008 4:03 PM	Newsletter
pct-newsletter@mypct.com	Mon 6/16/2008 3:38 PM	PCT Online E-Newsletter for Monday, June 16, 2008
paul	Mon 6/16/2008 2:18 PM	re: FW: This Week's Saint Louis Calendar: 118 Meetings Nearby
June Van Klaveren	Mon 6/16/2008 8:15 AM	
Paul Van Klaveren	Fri 6/13/2008 11:24 AM	Re: FW: Logo, etc.
Christina Moss	Fri 6/13/2008 11:01 AM	Checking on status of payment of this invoice...
Dede Hoffmann	Fri 6/13/2008 10:40 AM	Race for the Cure Walkers!
Michael H. Izsak	Fri 6/13/2008 8:05 AM	Re: Michael H. Izsak, Esq. --PowerPoint Debut!
Allison Winters	Thu 6/12/2008 5:03 PM	Re: Lenexa houses. . . look at or delete.
pct-newsletter@mypct.com	Thu 6/12/2008 4:19 PM	PCT Commercial Product Guide (CPG) E-Newsletter for Thursday...
InDesign Magazine	Thu 6/12/2008 10:43 AM	InDesign Magazine Tip of the Week: Learn a Foreign Language

**4th Tuesday Training**

**Inbox - Microsoft Outlook**

File Edit View Go Tools Actions Help Adobe PDF

Type a question for help

New Reply Reply to All Forward Send/Receive Find Type a contact to find

SPAMfighter Block Unblock More... Your SPAMfighter PRO has expired - Click to buy

**Mail**

Favorite Folders

- Inbox (14)
- Unread Mail
- For Follow Up
- Sent Items

All Mail Folders

Personal Folders

- Deleted Items (20)
- Drafts [2]
- Inbox (14)
  - Compelling (3)
  - Customers (3)
    - ABC
    - Adams
    - AllPro
    - AllSeasons-Ra
    - AmFamily
    - Bel-O
    - BetterTermite
    - BioTech
    - Blast
    - BNI
    - Central Illinois
    - Dogwood
    - Dunagin
    - Duval
    - FreshAir
    - Garrett
    - gpca (6)
    - Gradient Pre
    - UPUC (6)

**Inbox**

From	Sent	Subject
Margaret Michael daylichef@aol.com	Tue 6/17/2008 2:32 PM	Newsletter
Margaret Michael	Tue 6/17/2008 2:11 PM	Fwd: 5 Cool Ideas newsletter; SCI on business networking
JoAnna Brandi	Tue 6/17/2008 2:04 PM	RE:
Margaret Michael	Tue 6/17/2008 1:50 PM	The Positive Side of Negative Thinking
Kerrie Rogers Specialtypc@aol.com	<b>Tue 6/17/2008 1:49 PM</b>	<b>RE:</b>
Royal Caribbean International	Tue 6/17/2008 12:47 PM	4th Tuesday Training
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Jeffrey Lamont Brown	Tue 6/17/2008 11:33 AM	<b>Please complete a Royal Caribbean survey</b>
SucceedingInBusiness.com	Tue 6/17/2008 11:01 AM	<b>Buzz Online - June 17, 2008</b>
Margaret Michael	Tue 6/17/2008 10:28 AM	<b>New Work - June 2008</b>
QA-newsletter@gie.net	Tue 6/17/2008 10:06 AM	<b>Success Tips Newsletter: Hawaii</b>
Archiver's	Tue 6/17/2008 10:05 AM	<b>Quality Assurance Magazine Product E-Newsletter for T...</b>
* Alexandria Brown *	Tue 6/17/2008 9:50 AM	<b>Learn new scrapbooking techniques at Archiver's!</b>
Tiger Hill	Tue 6/17/2008 9:38 AM	<b>June, psst... want to know my secret?</b>
Jennifer Kyrnin - About.com Web Design Guide	Tue 6/17/2008 9:21 AM	<b>Patriotic T-Shirts, Perfect for 4th July Celebrations!</b>
Kim Komando Show Daily Tip	Tue 6/17/2008 8:27 AM	<b>About Web Design: Freelancing; polite requests; what t...</b>
Kim Komando Show Daily Cool Site	Tue 6/17/2008 8:17 AM	<b>Kim Komando Show Tip of the Day - Tuesday, June 17, ...</b>
Robert Middleton	Tue 6/17/2008 8:00 AM	<b>Kim Komando Cool Site of the Day - Tuesday, June 17, ...</b>
Borders Rewards	Tue 6/17/2008 1:30 AM	<b>More Clients - 06/17/08 - Life on the Road</b>
Angela Schaefer	Tue 6/17/2008 1:23 AM	<b>"Your Choice" Coupon &amp; New 40% Off Member Benefit</b>
Michael Izsak	Tue 6/17/2008 1:06 AM	Newsletter
Margaret Michael	Mon 6/16/2008 4:53 PM	RE: Michael H. Izsak, Esq. --PowerPoint Debut!
pct-newsletter@mypct.com	Mon 6/16/2008 4:46 PM	Newsletter
paul	Mon 6/16/2008 4:03 PM	PCT Online E-Newsletter for Monday, June 16, 2008
June Van Klaveren	Mon 6/16/2008 3:38 PM	re: FW: This Week's Saint Louis Calendar: 118 Meetings Nearby
Paul Van Klaveren	Mon 6/16/2008 2:18 PM	Re: FW: Logo, etc.
Christina Moss	Fri 6/13/2008 8:15 AM	Checking on status of payment of this invoice...
Dede Hoffmann	Fri 6/13/2008 11:24 AM	Race for the Cure Walkers!
Michael H. Izsak	Fri 6/13/2008 11:01 AM	Re: Michael H. Izsak, Esq. --PowerPoint Debut!
Allison Winters	Fri 6/13/2008 10:40 AM	Re: Lenexa houses. . . look at or delete.
	Fri 6/13/2008 8:05 AM	
	Thu 6/12/2008 5:03 PM	

**Tip**

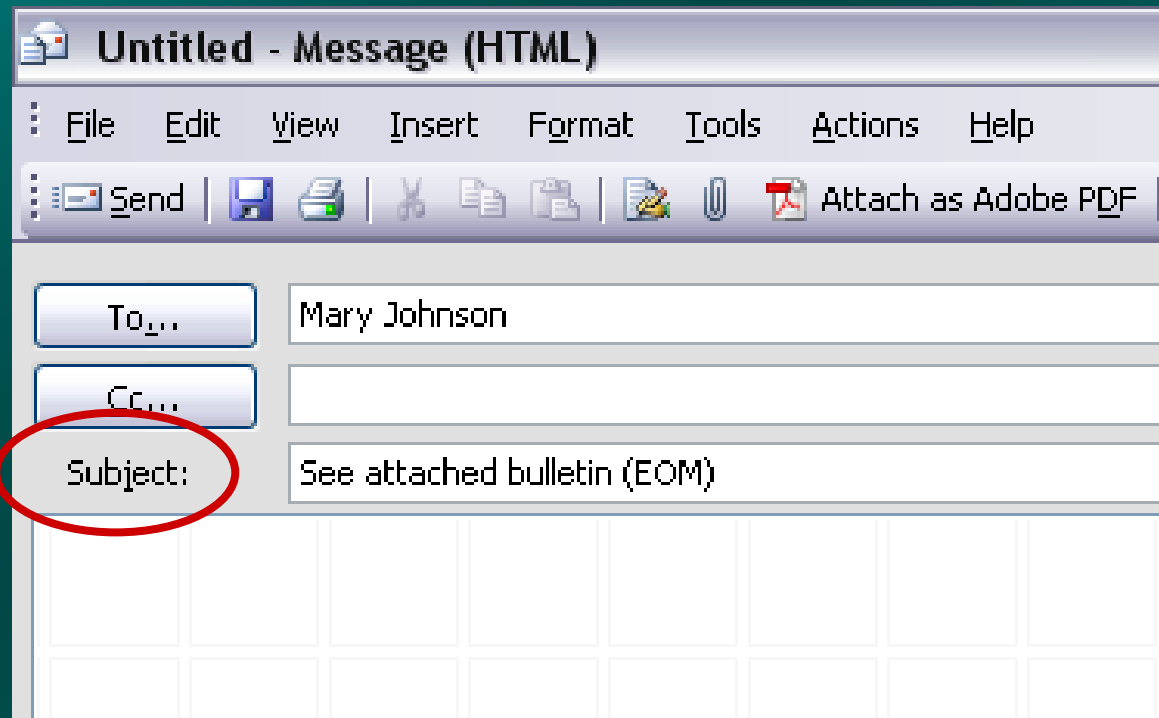
RE:

65 Items

# Say everything on the subject line.



## Use (EOM)





**subject line:**

**Thanks, John, see you  
Monday...pam v (EOM)**

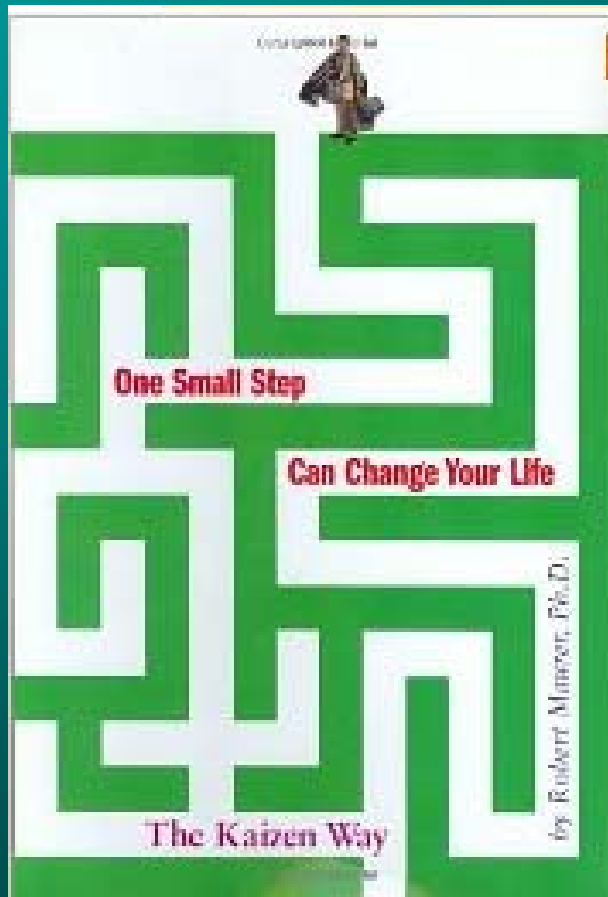
**Got your e-mail. Will respond  
by 3:00pm .. Pam v (EOM)**

**ALL written on the subject line.**

**“Procrastinators are not always non-doers, they are doers of the ineffective.”**







# Kaizen

“Think Small  
Live Big”

And Yours?