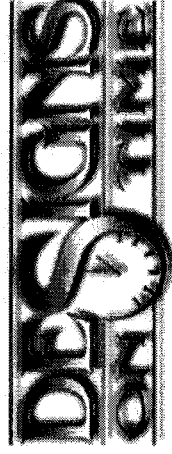


**HOW TO HAVE THE TIME OF YOUR LIFE:
And Get Your Legislative Work
Done Too!**

Class of 2016
Wisconsin Legislators

Presenter
Pam Vaccaro, MA, CSP



“Permission” to...

**WHAT WILL WE MISS ABOUT
YOU?**

Key elements for having the time of your life!

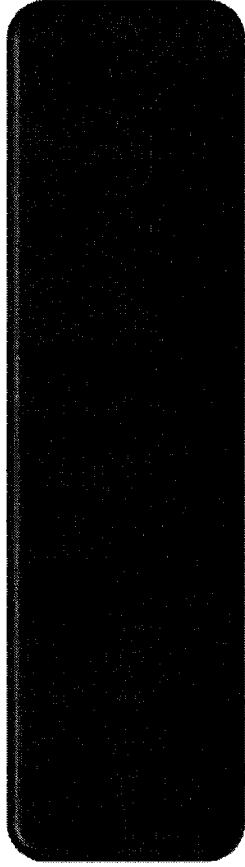
- 1
- 2
- 3
- 4
- 5
- 6
- 7

Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference

Happier
Tal Ben-Shahar





INITIATING SIX KEY CONCEPTS

State of the Culture

Using Brain Science

Clutter

Accountability

Focus

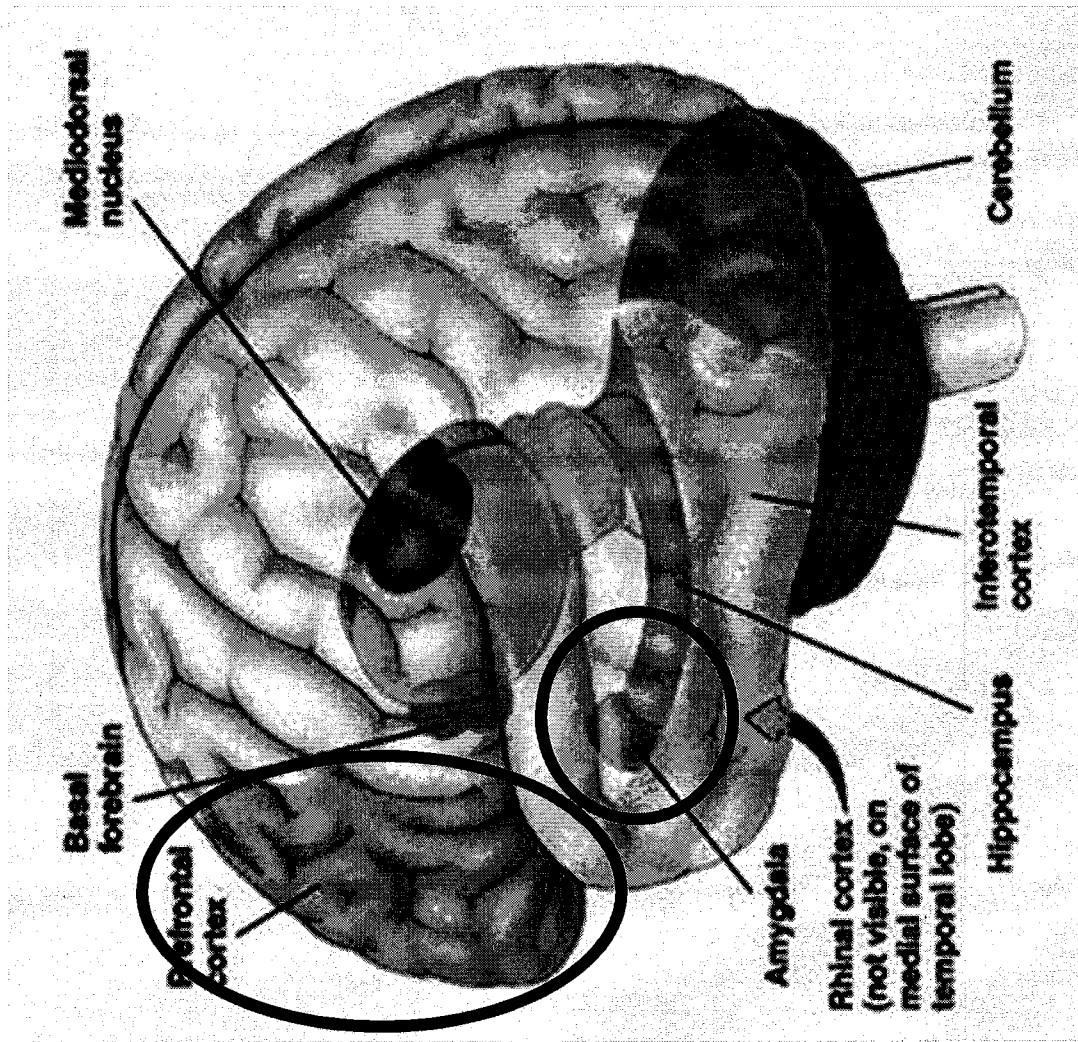
Inquiry

“STATE OF THE CULTURE”

Are we going to implode?

- ▣ The march of technology will not stop. What is “new” will soon be “old.”
- ▣ We think it is the worst it can be--- “hurry sickness” and the “distraction epidemic.” Then there is the “information overload.”
- ▣ We often think another piece of information will solve the stress.

IT'S TIME TO USE OUR BRAINS





Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference

CLUTTER

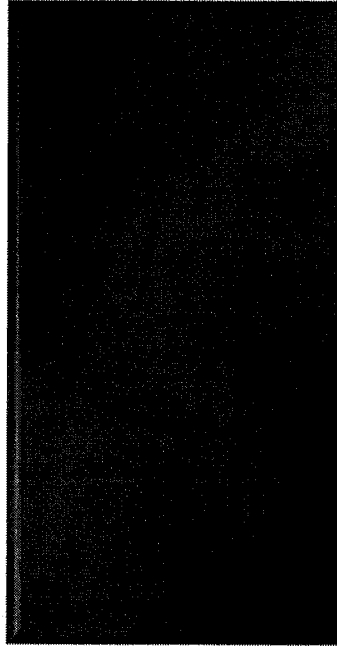
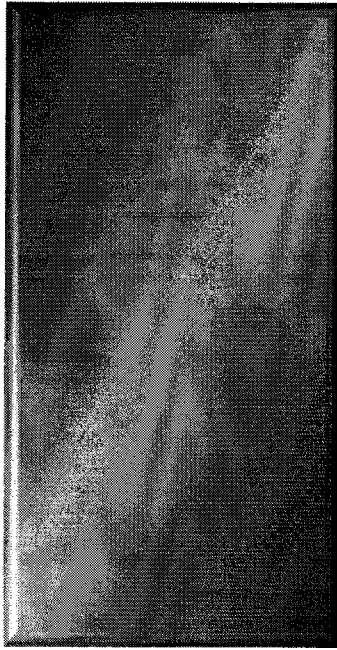
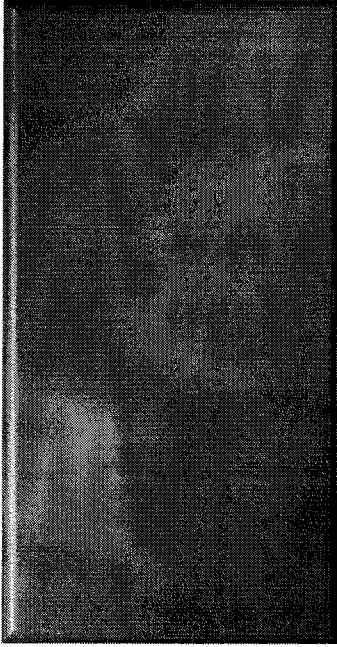
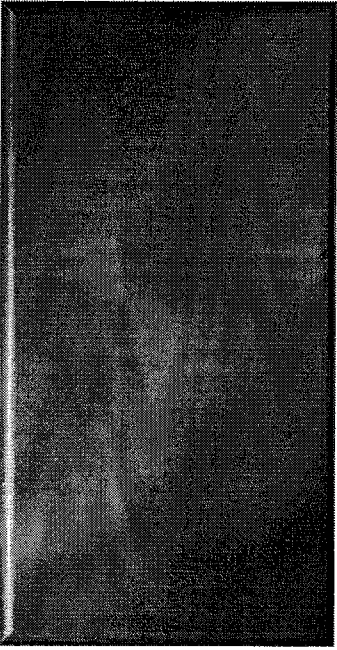
Clutter

“Anything that disrupts the free flowing movement of a desired process or outcome.”

Clutter to Clarity Question

"How might I be
cluttering my
efforts to get
things done?"

ACCOUNTABILITY

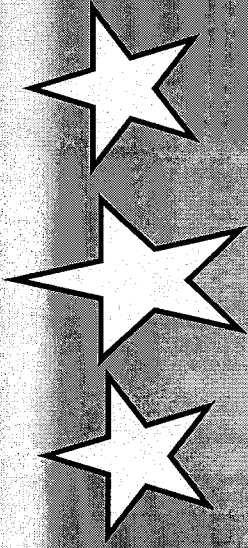


**We live below the line when we fail to
take accountability for our actions.**

Adapted from Partners in Leadership, LLC Oz Principle

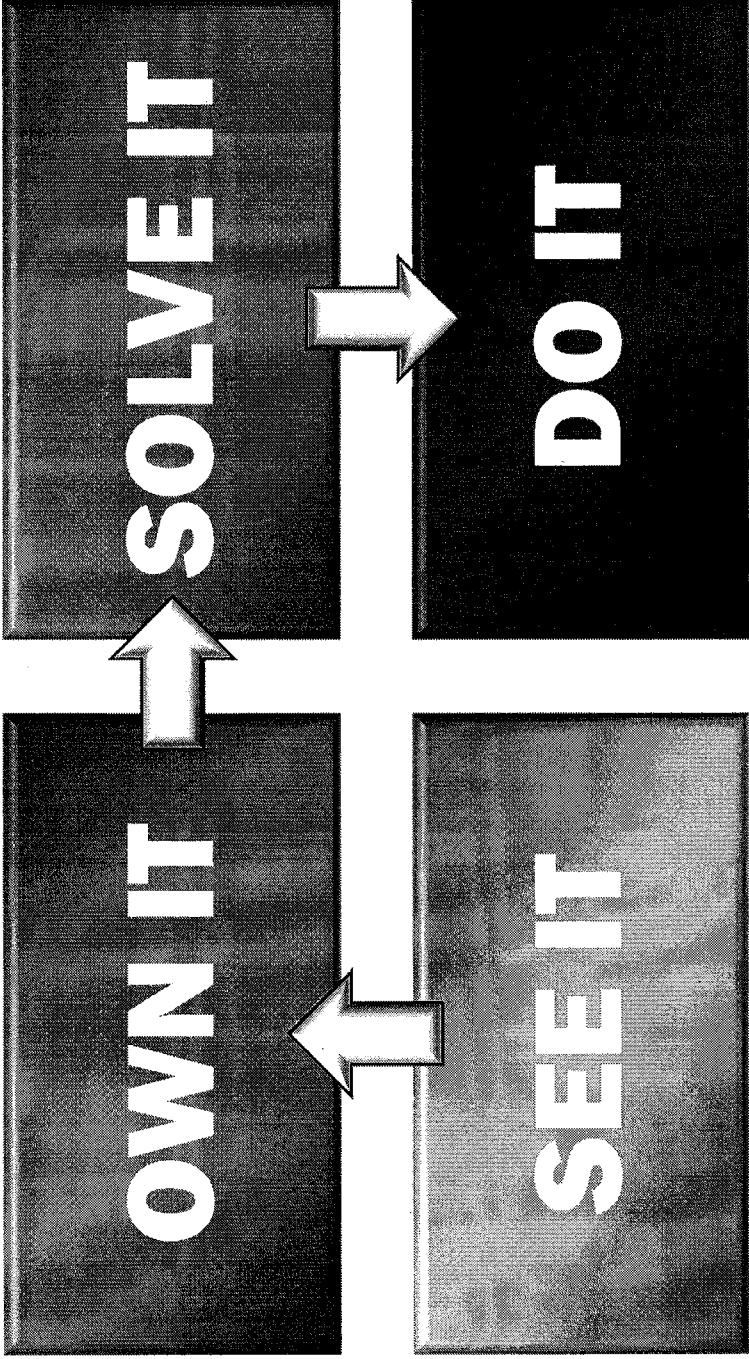
Clutter to Clarity Question

"Do we know what our
colleagues/constituents
are "fine-whining"
about?"



Observe whining.

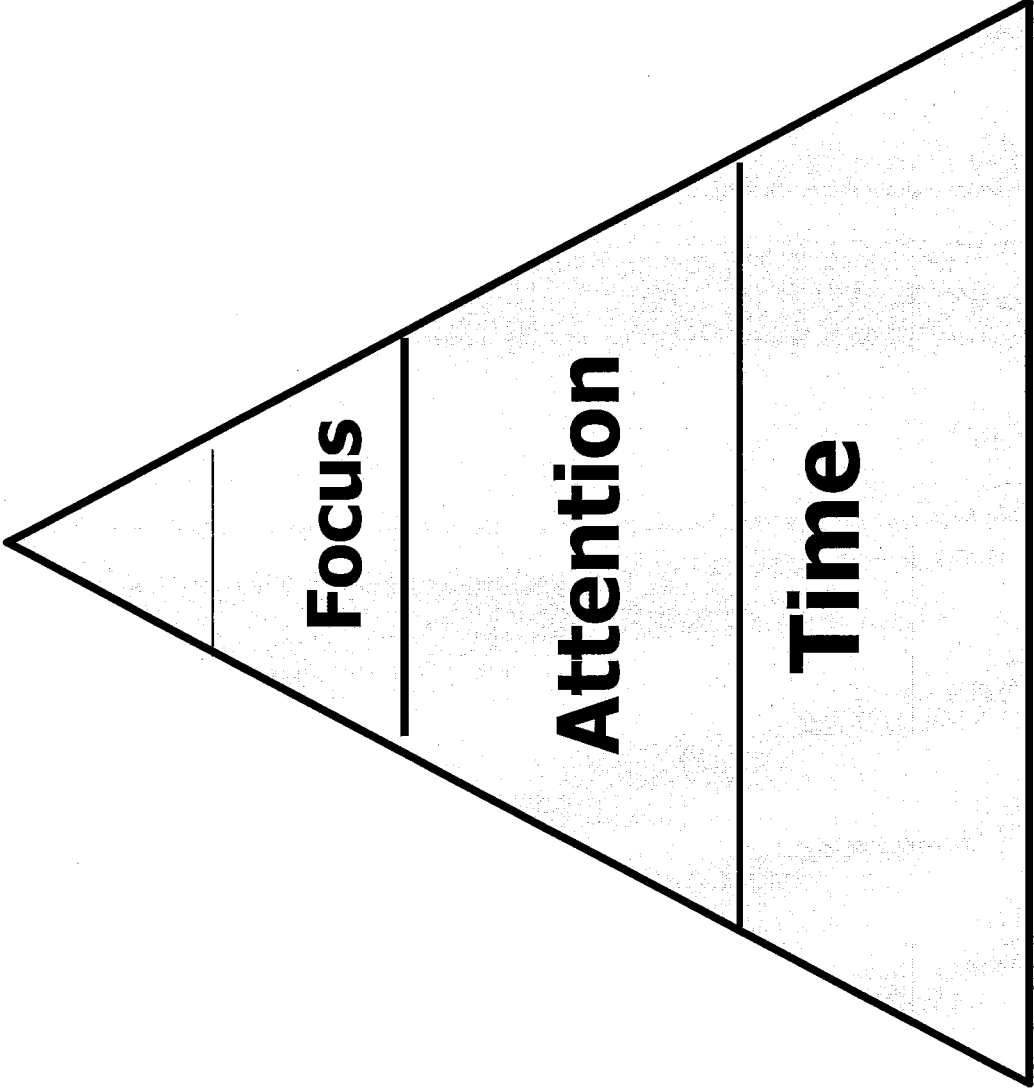
Remove the clutter
that comes from
"cheap whining" and
use the information
from "fine whining."



-
- Blaming
 - Nay-Saying
 - Avoiding Conflict
 - Gossip
 - Complaining
- Making Excuses
 - Procrastinating
 - “Victim-Thinking”
 - “Covering One’s Tail”
 - Whining**

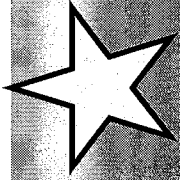
FOCUS

The “Time-Attention-Focus” Perspective



Clutter to Clarity Question

"How should I
determine when
multi-tasking is ok
to use?"

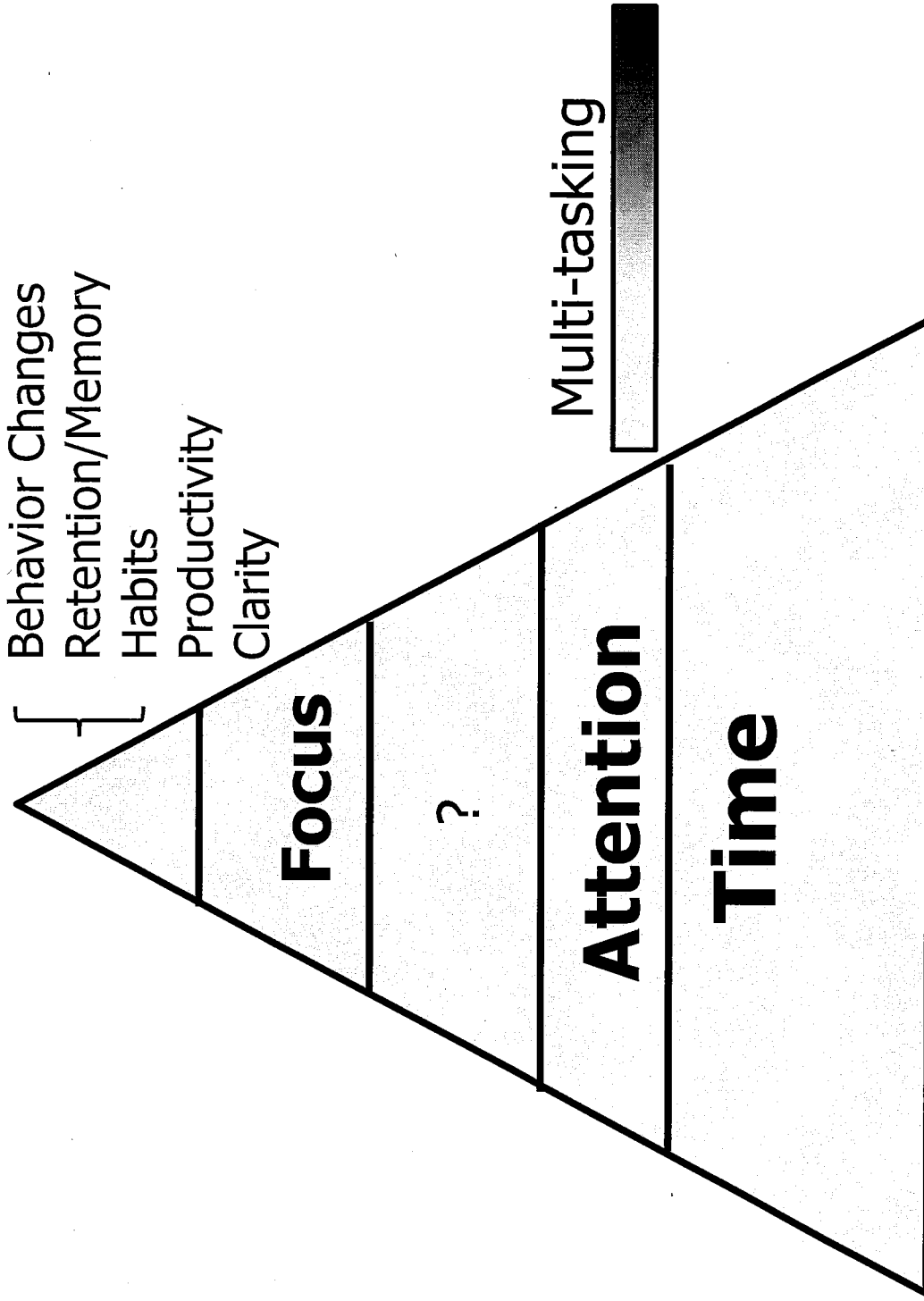


Reconsider multi-tasking What to do in multi-tasking situation

**Check for accuracy if you are
in a multi-tasking situation.**

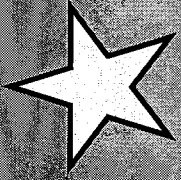
- ✓ Who?
- ✓ What?
- ✓ When?
- ✓ Where?
- ✓ Why ?
- ✓ How?

The "Time-Attention-Focus" Perspective

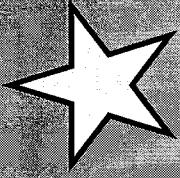


Clutter to Clarity
Question

"How can I
reframe my view
of 'time
management'?"



Replace "time
management" with
"focus management."

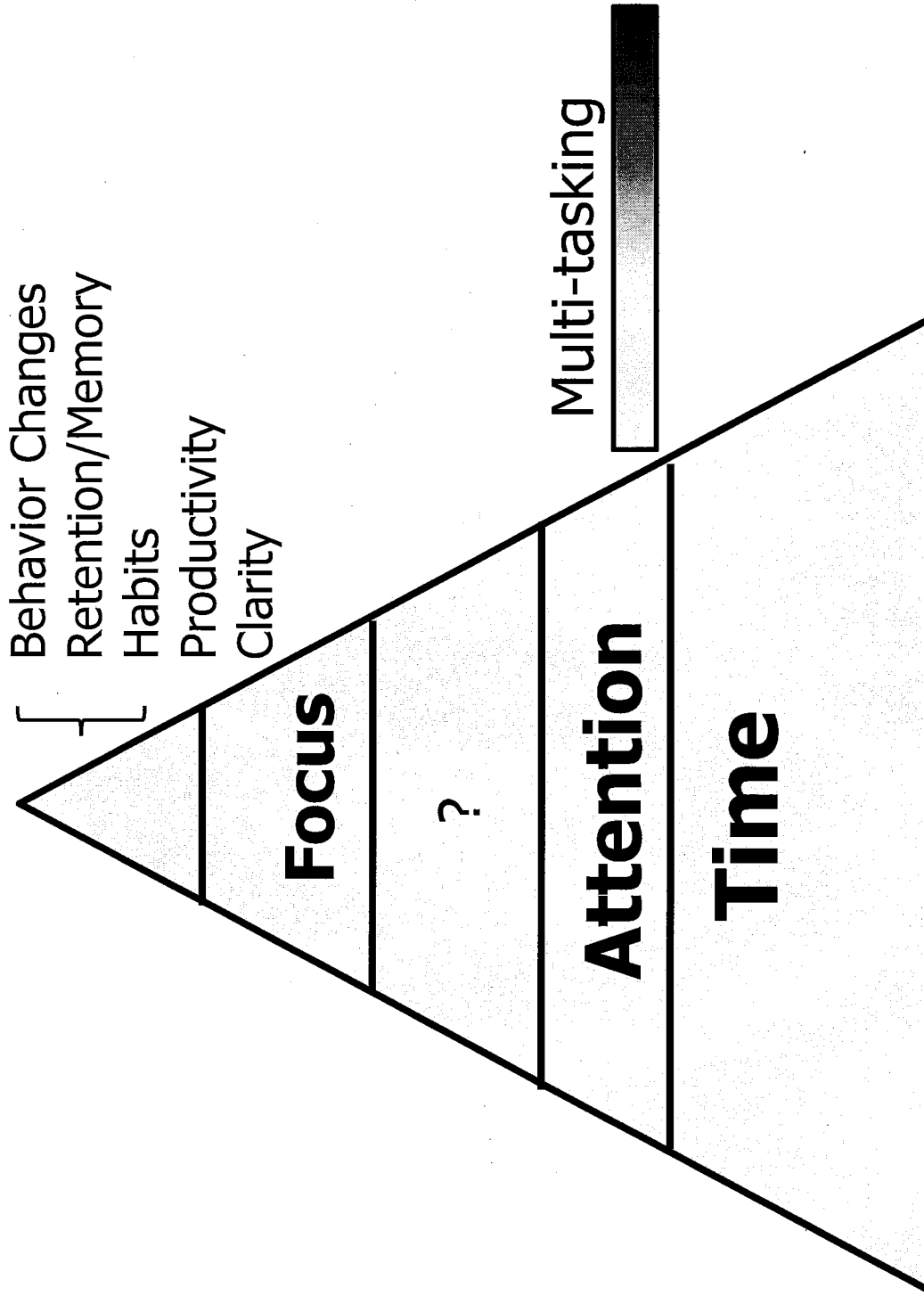


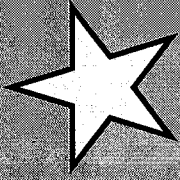
Focus Equation: $1 = 4 \frac{1}{2}$

One unit of focused time equals 4.5 units of time if the focus is broken.

Consider this loss of time when changing your focus or asking for a colleague's attention.

The "Time-Attention-Focus" Perspective





Choose to focus

1. Know your "why" for focus.
2. Be intentional.
3. Remove distractions.
4. Achieve success.



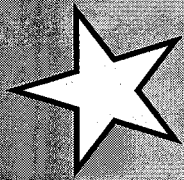
How to remember names or anything else!

- Remove distractions.
- Use senses—sight and sound
- Repetition vs. association
- Review, review, review.
- Practice at every opportunity
- Enjoy
- Unforgettable

Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference



3 Qs

When speaking with someone, ask them three questions about what they have said before talking about yourself.

INQUIRY

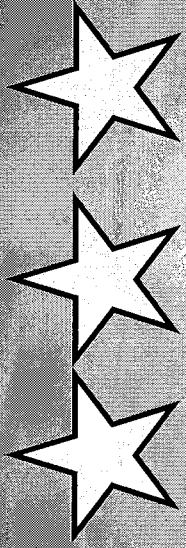
LEARNING STORIES
BUILDING POSITIVE RELATIONSHIPS AND BETTER ORGANIZATIONS

EDGAR H. SCHEIN
HUMBLE
INQUIRY



THE GENTLE
ART OF ASKING
INSTEAD
OF TELLING

DAVID & GARDNER

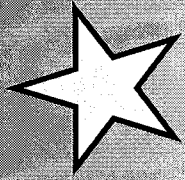


"Ask", don't tell so
much.

**GETTING PRACTICAL ABOUT
COMMUNICATING WITH
OTHERS**

Clutter to Clarity Question

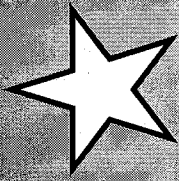
How can I increase clarity and reduce the clutter in all my communications within my staff, colleagues, legislative colleagues, and personally?



"An 'interruption' is an opportunity to question your current set of priorities."

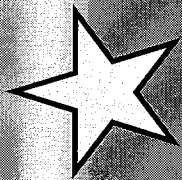
Clutter to Clarity Question

Have I asked enough questions to keep clutter from misunderstanding, out of communication between me and my colleagues?



Two things most
people want to know:
what and when.

Give updates.



Controlling the "Run-On" Conversation

Bring closure to "run-on" conversations respectfully and successfully with these synthesizing statements:

- "So, I think this is what you are saying and what you'd like me/us to do."

"This is what I can do for you."

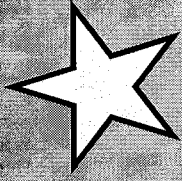
Let's continue this discussion when we both can give this matter our full attention.

Clutter to Clarity Question

"Is there e-mail
clutter in my e-
mail exchanges?"

Things you should know before pressing “send”

- ▣ 65 % of all e-mails are misinterpreted.
- ▣ Most e-mail recipients tested by Basex company claim they do not read below the line.
- ▣ Your tone of voice is NEVER guaranteed in an e-mail.
- ▣ Is it better to pick up the phone or do a face-to-face?
- ▣ People respond to individual communication better than cc.



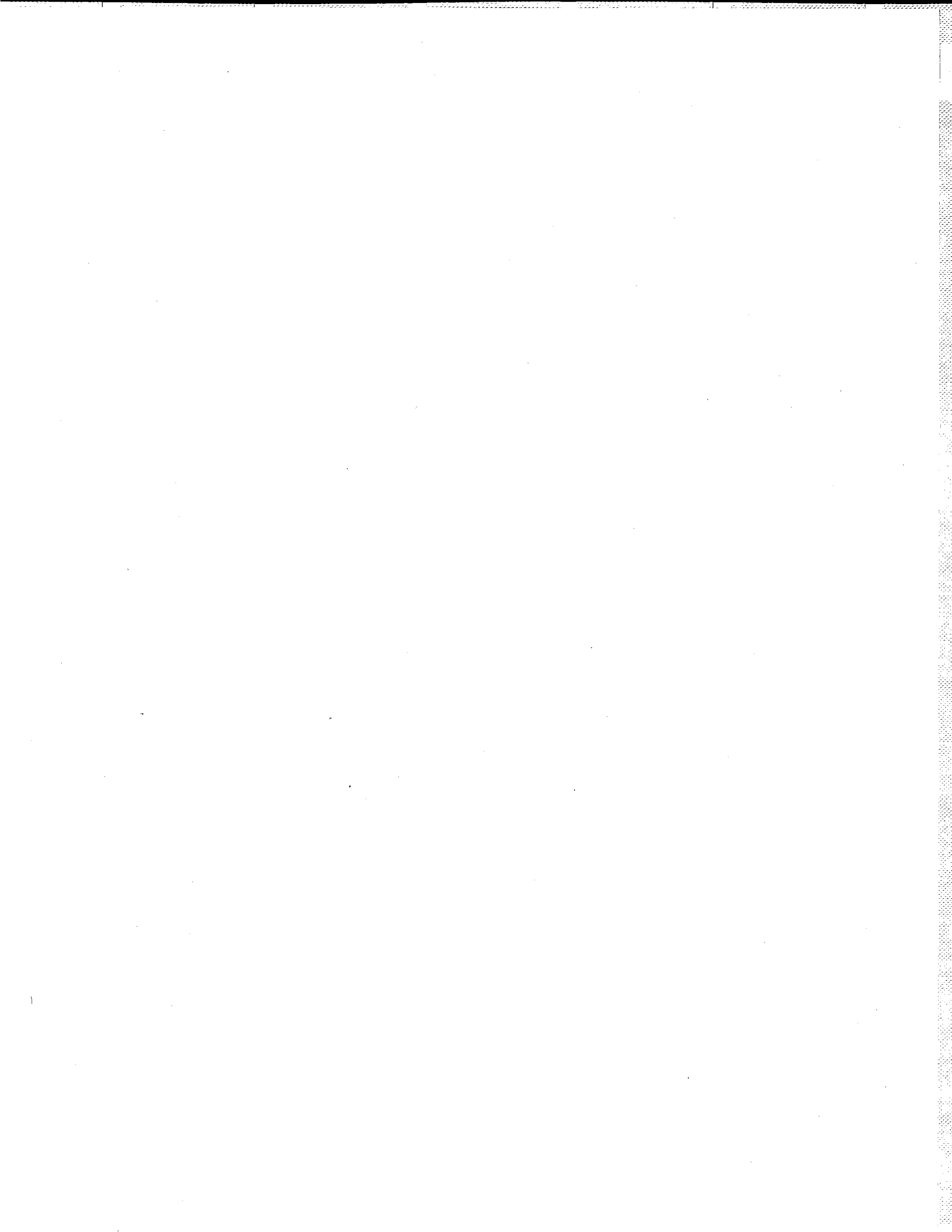
Make exceptional use of
the "subject line."



Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

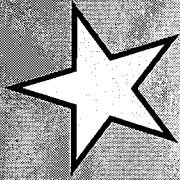
Have a sense that they make a
difference



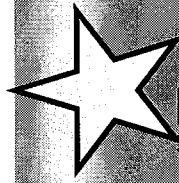
Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference



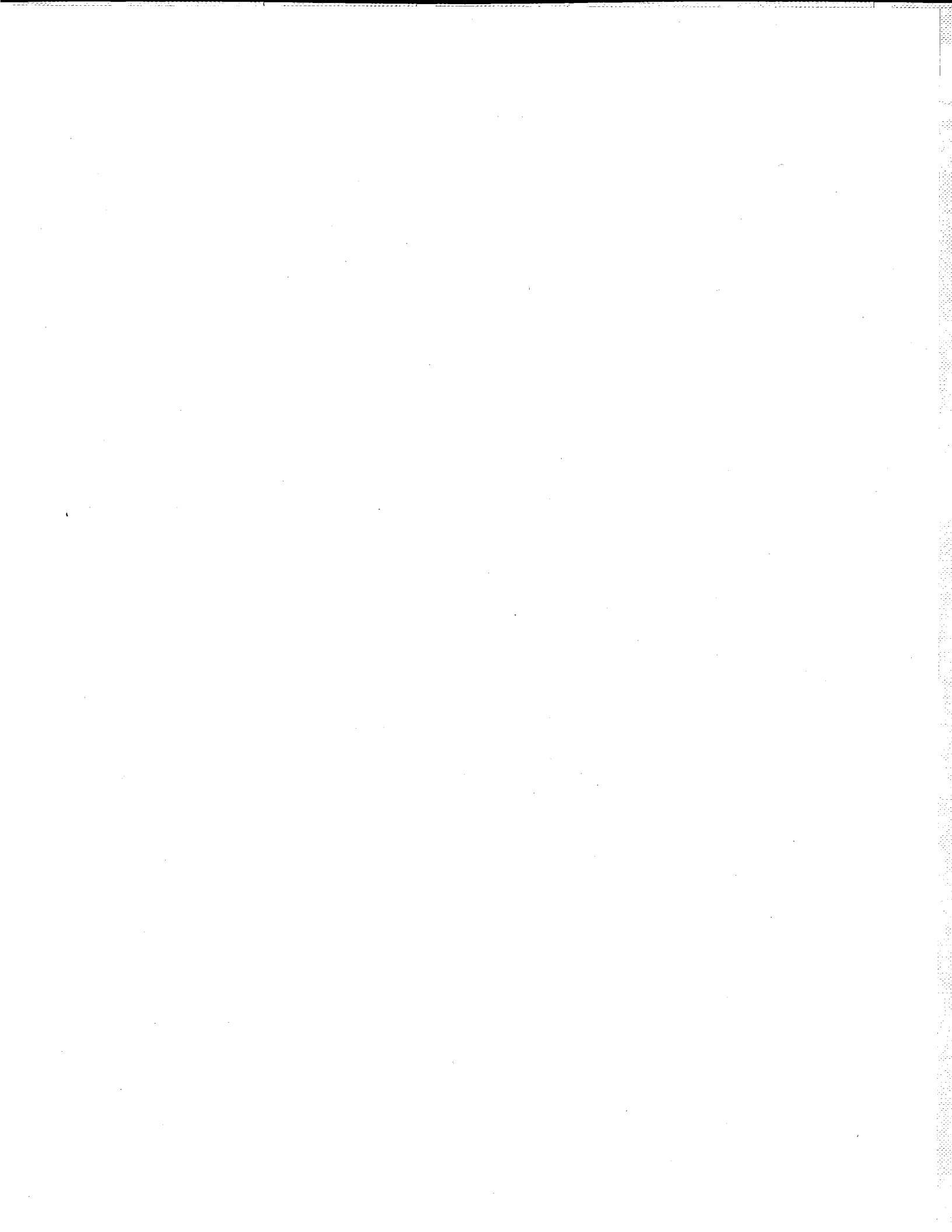
Be very aware of the
"Law of Diminishing
Returns."



Take "Recess"

Short breaks refresh the brain's ability to focus again more intensely and productively.

- Walk around your house/the office, the building.
- Focus on a pleasant visual.
- Read for enjoyment.
- Exercise.
- Sit and Stare.
- Breathe.
- Yours? Could you do this every 75-90 minutes?



Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference



Key elements for having the time of your life!

- ▣ Being themselves
- ▣ Being in sync (alignment)
- ▣ Connecting with others
- ▣ Being relaxed-having fun
- ▣ Feeling happy
- ▣ Accomplishing a dream
- ▣ Being in the moment

Have a sense that they make a
difference

Clutter to Clarity Question

What obstacles do I face when creating my business plan and following through on it?

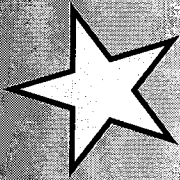


Excel
Microsoft Project
Industry software

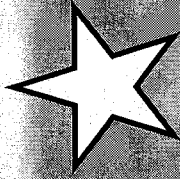
Planning Projects

Weekly Plan

Daily to-do List



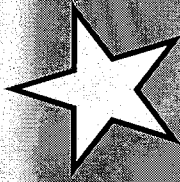
Be a planner and
then buy one if you
need one.



Fifteen Minute Rule

Fifteen = Eight

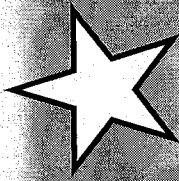
**Fifteen minutes of planning sets
you up for eight hours of
productivity.**



Snippets of Time

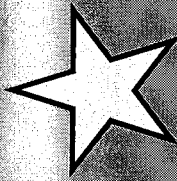
Use snippets of time (7-9 minutes)
to get small tasks accomplished.

- Keep a list of snippet tasks.
- See them as “gold mine” opportunities.



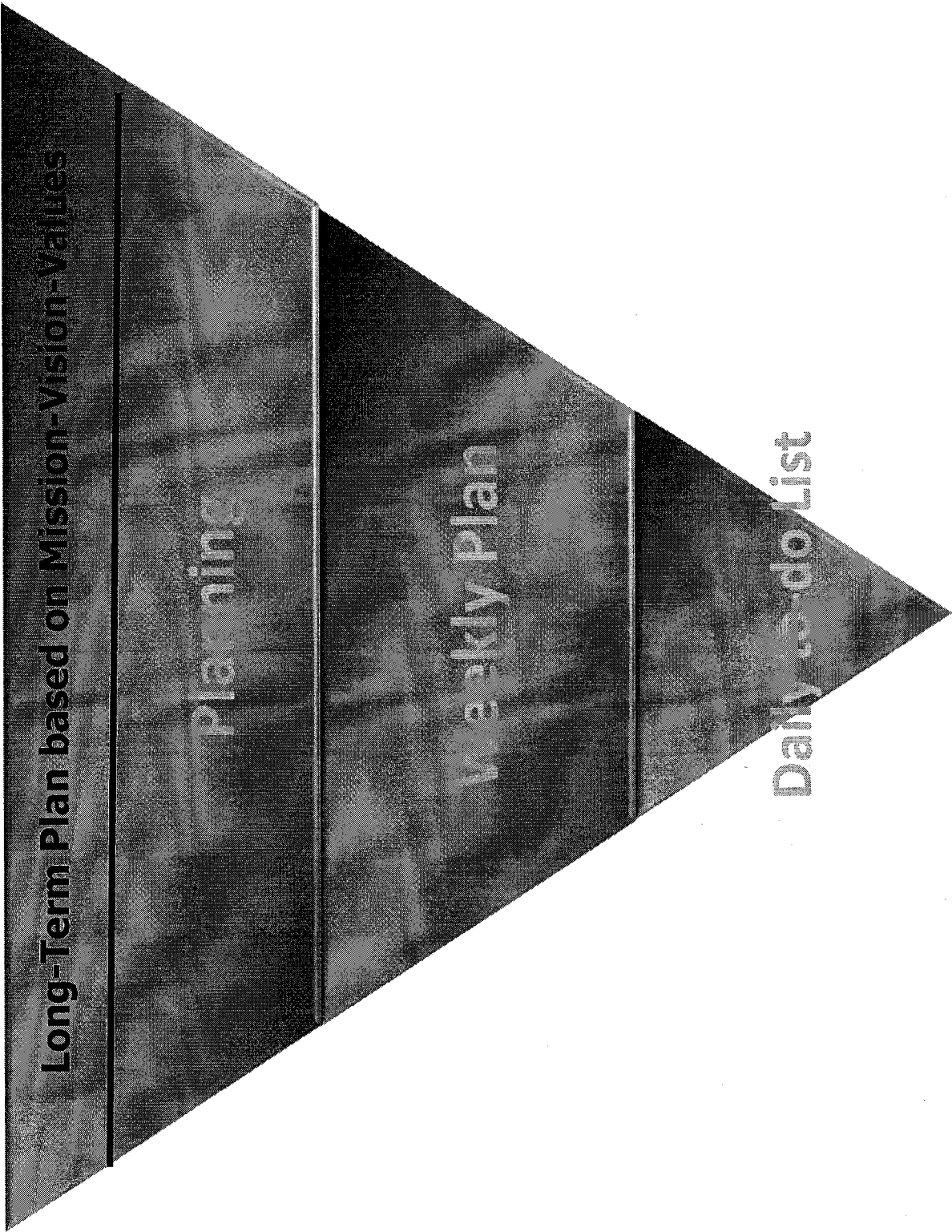
80/20 Rule

When determining tasks, always apply the 80/20 rule.



The Three-Question Discerning Process for Maintaining the 20%

- What if I don't do it?
- What if I just do it and don't whine?
- What would change if I applied *Think/Question/Negotiate/ Delegate?*



What's on your gold Card?

