

ONLINE CONFERENCE For all charity finance professionals

The Charity Accountants' Conference

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SAYER | VINCENT
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13-14 November 2024

Eileen Browne, Training Consultant, DSC

WHERE DOES THE TIME GO?

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Working Together

- Participation
- Possibilities
- Points for Action
- Practical Application
- Purposeful



Definitions

- **Effective** – doing the right thing
- **Efficient** – doing things right
- **Productive** – consistently getting the results wanted/needed using the resources available

What Am I For?

- Fundamental
- Outcome
- Requirement

Managing Ourselves in Time is about...

- Goals and Objectives
- Awareness and Planning
- Developing positive habits
- **Focus on High “Pay Off” activities**

Managing Ourselves in Time

- Goals and HPA's (high payoff activities)
- Awareness and Planning
- Developing positive habits

It is not (or is less) about...

- Overly complex prioritising systems
- Being a 'Super Human Being'
- This way or the highway

What's the problem?



Poor or unclear Job Description

What's the problem?



Personal Disorganisation

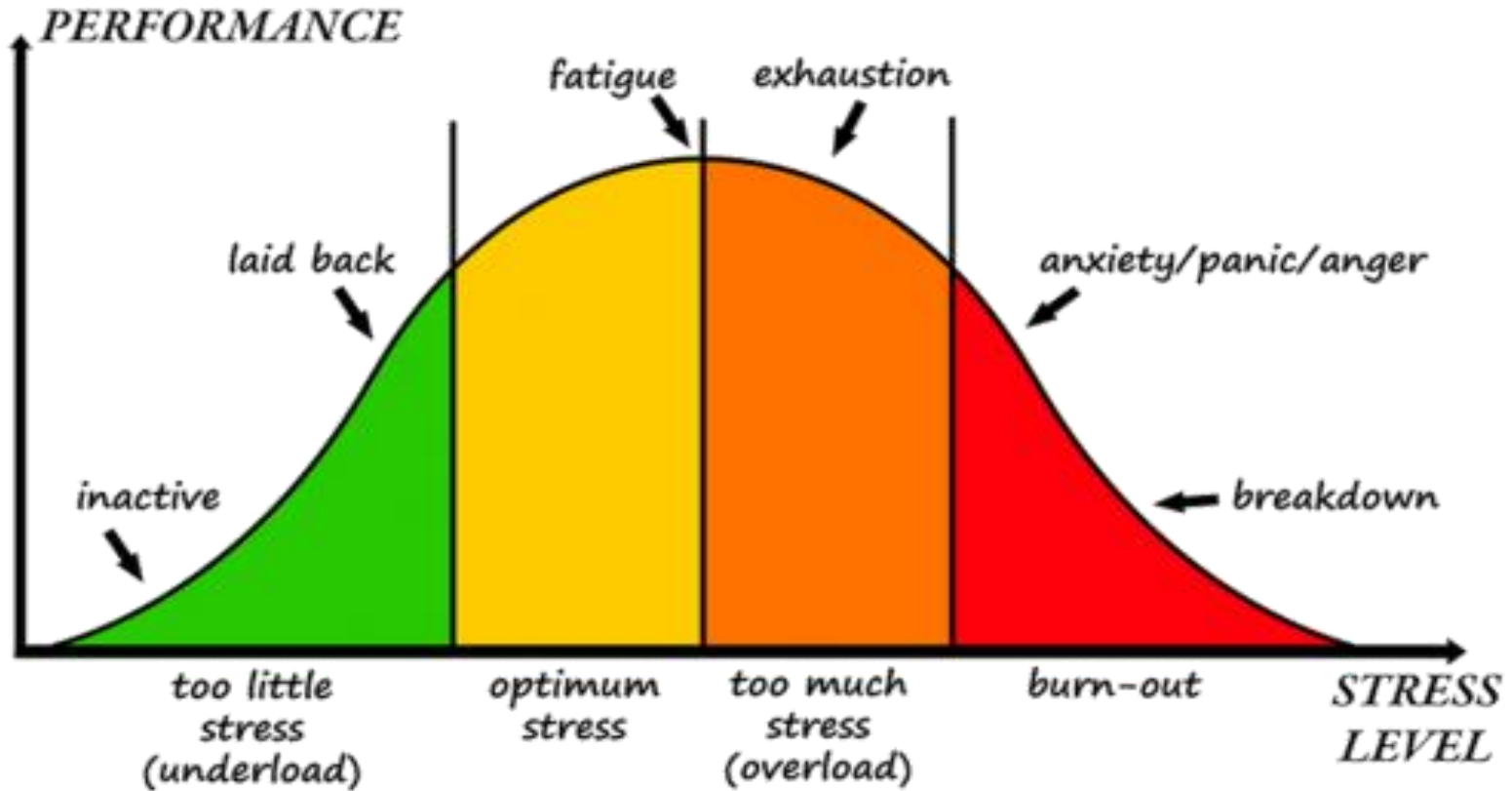
What's the problem?



Additional work or life issues

Understanding Stress

STRESS CURVE



From Inner Critic to Inner Coach



TIMESTEALERS

Interruptions

A judgement call – not an obligation

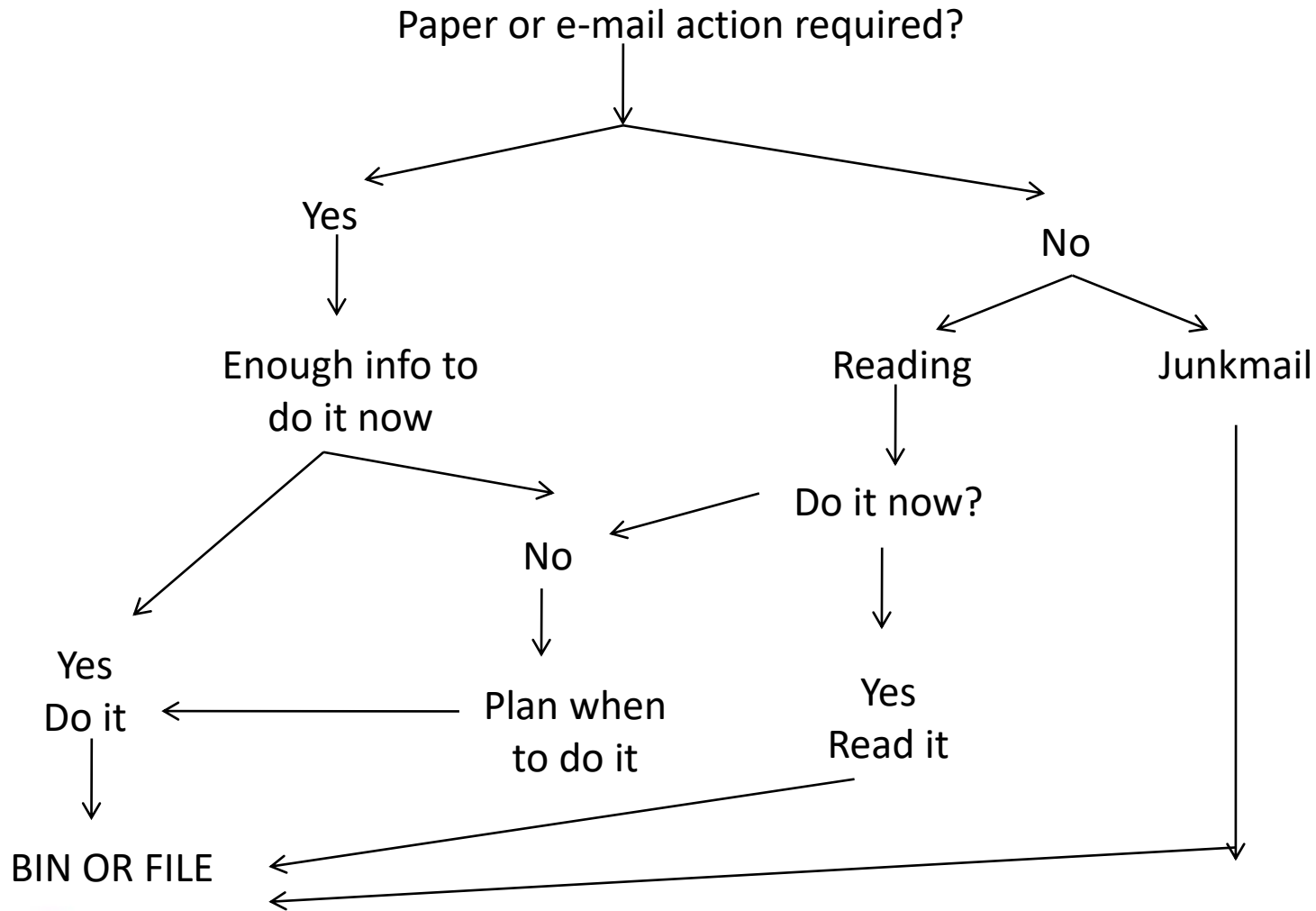
- YES,
- NO,
- LATER....





MEETINGS - A PRACTICAL ALTERNATIVE TO WORK.

A Process for Paperwork



Telephone Nightmares?



4 - 8 April 2022

Washington, D.C. Today 79°F / 70°F Tomorrow 81°F / 65°F Friday 83°F / 63°F

All Folders

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	4	5	6	7	8
08		KEEP FREE	Emails	Training Days; https://dschange.sharepoint.com/Sha	
09	Morning Check-in; https://us02web.zoom.us/j/82414	Morning Check-in; https://us02web.zoom.us/j/82414	Small Woods MDP - S1	M4M Mar/Apr - S2	M4M S2 Post out
10		Eileen Browne / Microsoft Teams Ian Baker		Morning Check-in; https://us02web.zoom.us/j/82414	Morning Check-in; https://us02web.zoom.us/j/82414
11		Meeting with Small Woods Eileen Browne		Managing for Managers March/April 2022 Zoom Eileen Browne Hi George, Could you please reserve this morning to deliver	People's Postcode Lottery - Marketing Team Session Zoom Eileen Browne
12		Prep for Small Woods session	All Staff Weekly Update		Work on Emotional Intelligence material
13					Respond to BCL - re Gove
14		Lunch	Lunch	Lunch	M4M s3 pre out
15			Quarterly Training Team Meeting Microsoft Teams Meeting Annette Lewis Hi All,		
16	Team Check Out; Zoom: https://us02web.zoom.us/j/82414	MDP outline to CSBF - URGENT	Team Check Out; Zoom: https://us02web.zoom.us/j/82414	Workshop run through for BHT Sussex; Microsoft Teams	Planning time
17		Team Check Out; Zoom: https://us02web.zoom.us/j/82414	Emails	Team Check Out; Zoom: https://us02web.zoom.us/j/82414	Team Check Out; Zoom: https://us02web.zoom.us/j/82414
18			Respod to ZCT	BHT - Pre out	
19					

Mail Calendar People Tasks ...

ITEMS: 36 REMINDERS: 53

ALL FOLDERS ARE UP TO DATE. CONNECTED TO: MICROSOFT EXCHANGE 100%

66°F Rain coming [Taskbar icons: Start, Search, File Explorer, Outlook, Mail, Teams, Edge, Word, PowerPoint, OneDrive, etc.] ENG UK 16:58 07/09/2022



Procrastination



I am an old man
and have known
many troubles, but
most of them
never happened.

Mark Twain

Procrastinators say...

- I have to..
- I must finish..
- This is so big..
- I/It must be perfect..
- I don't have time to..

Producers say..

- I choose to..
- When can I start..
- I take one small step..
- I can be human..
- I will organise/plan time..

What's in our way

No previous
experience

Lack of
confidence

Self Doubt

Confusion

Fear

Only focussing
on feelings not
facts



Mind
reading
others

Making
assumptions

Perception
of others

Uncertainty

Lack of
assertiveness

Insecurity

Getting out of our own way

Solution
focussed

Confident

Committed

Learning
and
developing

Informed and
knowledge
seeking



Clear goals and
priorities

Focus on action
not just feelings

In control

Mindful of
others

The Importance of Resilience

Resiliency

...is our ability to adapt and bounce back when things don't go as planned.

Resilient People

.... don't wallow or dwell on failures; they acknowledge the situation, learn from their mistakes and then move forward

In order to be more personally effective I will:-

- STOP

- START

- KEEP

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Thank you for your attendance

**Any further questions, support, training or coaching needs,
please e-mail me:**

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