

**PRO TIP:** You can rename yourself in the Zoom *Participant Panel* (hover over your name to see the “Rename” option)

# Prioritizing Your Time

Being an “Architect” - shifting your focus and skills.

New2EA Working Group - 01/29/2019

# New2EA Working Group

**Call Time:**

11AM Pacific, Noon Mountain, 1PM Central,  
2PM Eastern Time, UTC/GMT 18:00

**Agenda:**

[New2EA WG \(Wiki\)](#)

**Zoom for Audio/Video****Audio via phone:**

**URL:** <https://tinyurl.com/new2ea-zoom>

**Telephone:**

US: +1.669 900 6833 or +1 646 876 9923

Meeting ID: **560 869 507**

Scribe Shout-out - It's easy to scribe: [How To Scribe Itana Notes](#)

# Agenda

1. Scribe Shout-out - It's easy to scribe: [How To Scribe Itana Notes](#)
2. Roll Call (by time zone)
3. Upcoming Call Program
4. **Prioritizing Your Time**
5. Closing (last 5 minutes)

# New2EA Roll Call

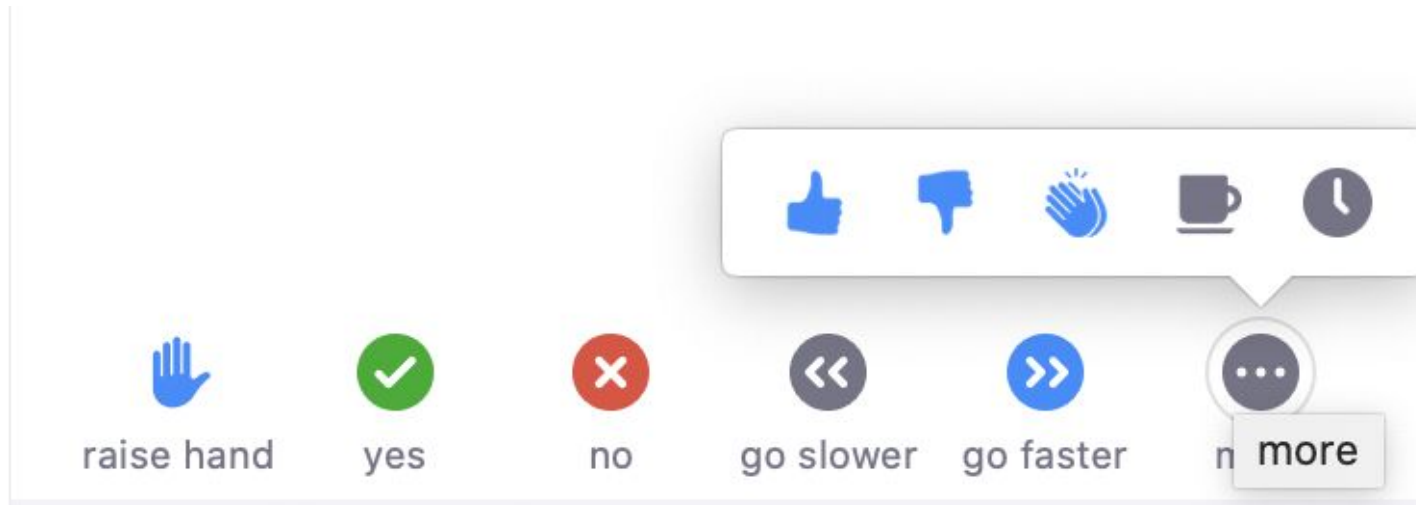
(by time zone)

- > Eastern
- > Central
- > Mountain
- > Pacific
- > Points around the Globe and anyone else missed

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# Zoom 'Pro Tips'

- You can rename yourself in the Zoom *Participant Panel* (hover over your name to see the "Rename" option)
- Use the *Participant Panel* for silent feedback/interaction



# New2EA Topic/Themes

1. Being an "Architect" - shifting your focus and skills
  - a. 2020 Architect Resolution
  - b. Prioritizing Your Time
2. Growing an EA Practice
3. Fitting the Organization
4. Architect Survival Kit (on the Itana wiki)

# Prioritizing Your Time

Prioritization is a key skill for any professional (and frankly a key life skill overall).

Ruthless prioritization not only keeps you working on what is most important, it also means you say no to things that may have urgency but are otherwise not aligned to you overall goals.

*We'll be discussing effective ways of saying no, and other influencing strategies at our next meeting.*

# Importance and Alignment

- Step 1: Defining what is **Important**
  - Institutional priorities
  - IT priorities
  - Your team's
  - Etc.
  
- When reviewing, ask “How does this align to the 3-5 work goals my organization has for me?”
  - Does your organization have goals for you? (Yes/No in Zoom)
  - What are some of those goals?



# Scope and Negotiation

- Ask “Is this in scope or out of scope? For me? For my team? ... For the university?”
  - Do you know/have your own scope? (Yes/No in Zoom)
- Ask “Does this work align with my professional development goals?”
  - What are you doing for professional development?
- How do you negotiate and codify all of these?
  - (importance, org. work goals, scope, prof. dev)
  - Do you use a work plan?

# Important vs Urgent (Eisenhower Decision Matrix)

How much of your time spent in each quadrant?

What would a pie-chart of your time and effort look like?

Would you be happy with it?  
How might you change that?

	URGENT	NOT URGENT
IMPORTANT	<u>Quadrant I</u> <i>urgent and important</i> <b>DO</b>	<u>Quadrant II</u> <i>not urgent but important</i> <b>PLAN</b>
NOT IMPORTANT	<u>Quadrant III</u> <i>urgent but not important</i> <b>DELEGATE</b>	<u>Quadrant IV</u> <i>not urgent and not important</i> <b>ELIMINATE</b>

# The Four D's

## > **Do**

- If a task is both important and can only be done by you, deal with it immediately.

## > **Delegate**

- If a task can be or should be dealt with by one of your team members or colleagues, delegate it.

## > **Drop**

- Drop any and all tasks you deem unimportant.

## > **Delay**

- if you're unable to do one of the first three, set a reminder for yourself to revisit the task at a later time.

# Defending your calendar

*Which pie slice are you working on?*

Defensive Calendaring is an art. Put time on your calendar, label it effectively and watch as other “priority” meetings slip or get reduced in the time needed to attend.

Block consistent time for yourself to do the overhead of processing and prioritizing for yourself. And then use some of that time to proactively block time for **important** work in future weeks.

# Other thoughts on prioritization

What other examples do you have for prioritizing your own time?

# Upcoming New2EA calls - Being an “Architect” series

<b>February 12</b>	<b>Influencing Strategies &amp; Difficult Conversations</b>
<i>February 19</i>	<i>New2EA Steering Group meeting</i>
<b>February 26</b>	<b>Storytelling</b>

## **NEXT New2EA WG CALL: Feb 12, 2019**

### **Call Time:**

11AM Pacific, Noon Mountain, 1PM Central,  
2PM Eastern Time

### **Agenda:**

[New2EA WG \(Wiki\)](#)

## **New2EA Steering Group: Feb 19nd, 2019**

### **Call Time:**

11AM Pacific, Noon Mountain, 1PM Central,  
2PM Eastern Time

### **Agenda:**

Planning upcoming New2EA WG Sessions

# Closing

+ Δ ? ! Once more around, any final thoughts, reflections, questions or things we may have missed or went unsaid?  
*(you are free to pass)*

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