



Time Management For The Small College Office

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- Blake Timm, Pacific University (Ore.)
- Maurice Williams, Hampton University
- Steve Givens, Associate Vice Chancellor for Communications, Washington University in St. Louis

USE A WEEKLY PLANNER

Using a written, paper planner allows you to keep your daily schedule and to-do list in front of you and readily accessible.

"Writing things down and checking them off as they get completed helps since our tasks pile up quickly. That helps ensure that you didn't forget any of them."



SUBMITTED BY
Eugenio Mercurio, North Eastern Athletic Conference

PRIORITIZE YOUR TO-DO LIST EVERYDAY

Prioritize your to-do list into three categories. "A" items must be done today. "B" items should be done too, today would be nice. "C" items are those that fall further down the list.

Take each of your A, B & C items and prioritize them by number. "A-1" is the most important, followed by "A-2," "B-1" and so on.

If a "C" item is on your list for more than two weeks, it might be time to delegate that item.

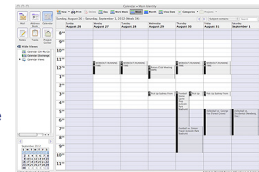


SUBMITTED BY
Blake Timm, Pacific University

USE OUTLOOK TO IT'S FULLEST

Use Microsoft Outlook (or another email & scheduling program) to schedule your time, including home contests and personal obligations. Synch the schedule with your smart phone and laptop.

Scheduling with Outlook can even be use in conjunction with a written planners. Those meeting reminders on screen can be very useful.



SUBMITTED BY
Rachel Roche, Redlands

OPEN THE DAY WITH ORGANIZATION

Spend the first 30 minutes of the day organizing yourself, making your to-do list and checking emails and voicemails.

Taking time to organize at the beginning of the day instead of on the fly will help you be more productive throughout the day.

SUBMITTED BY
Blake Timm, Pacific University

CREATE "ACTION ITEMS"

"I put the word 'Action Item' in notes then I am in meetings. Then I transfer those action items onto my to-do list or a notebook. The notebook is something I use to remember annual to-do items for larger projects beyond the usual realm of sports information."

SUBMITTED BY
Daniel Kambel, Wisconsin-Platteville

ORGANIZE WITH FOLDERS & BINDERS

"I use color-coded binders for each sport, which includes sections for schedules & rosters, results, stats and awards. Everything for that sport is kept in the binder and then filed after the academic year.

"I also keep folders with 'hot topics' organized on my desk. These include high priority projects that I refer to throughout the year (i.e. fundraising golf tournament, hall of fame, etc.)



SUBMITTED BY
Rachel Roche, Redlands

CLOSE YOUR EMAIL!

Schedule 2-3 times daily to check and respond to email, including once in the morning first thing and once before leaving the office.

"Not keeping the email program open means I don't get the little pop-up window every time a new email arrives, distracting me from whatever I am working on."



SUBMITTED BY
Elese Lebsack, Mills

LIMIT YOUR SOCIAL MEDIA TIME

Just as distracting as email (or even more so) is the constant stream of social media. Limit social media interaction times to the same windows that you would use to check email.

When possible, save non-business personal social media interactions for time at home or breaks.

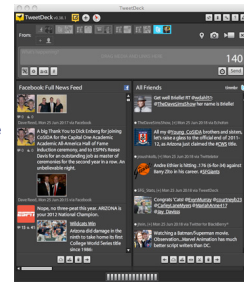


SUBMITTED BY
Blake Timm, Pacific University

AUTOMATE SOCIAL MEDIA UPDATES

Programs such as Hootsuite and Tweet Deck allow you to update multiple social media accounts with one click. Messages can also be scheduled to appear at a later time or date, limiting the need to constantly be connected.

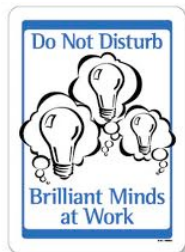
SIDEARM and Presto Sports clients can also update their social media accounts at the same time you post updates to your website.



SUBMITTED BY
Blake Timm, Pacific University

CLOSE YOUR DOOR

Sometimes you just have to shut the door so you can focus on a task and avoid interruptions.



SUBMITTED BY
Jeff Bernstein, NYU

KEEP A MONTHLY CALENDAR

Keep a monthly calendar of the events going on within your office and then fill in what needs to be done for those events. Also include meetings and other tasks.

You can also use a desk or wall calendar as a master schedule to keep in mind what is upcoming.



SUBMITTED BY
Eric Rhew, Goldey-Beacom

CONSTANTLY EVALUATE

Do an audit of yourself from time to time. Take a hard look at what you're doing, how you're doing it and why you are doing it. Small changes to task can sometimes save a lot of time.

"Sometimes the routines we come up with can be our own worst enemy. Always evaluate your return in investment in all the things you do. We'd all be surprised on how much we are spinning our wheels on things nobody uses."



SUBMITTED BY
Eric Buck, McKendree

DON'T WAIT TO UPDATE AT THE END OF THE SEASON

Update your season records, histories, bios, coaches data, etc., as soon after the end of each season possible. It's much easier to do when everything is fresh in your mind, but saves time when you are scrambling at the beginning of the next season.

SUBMITTED BY
David Peteroff, Edgewood

FRONT LOAD FOR YOUR PUBLICATIONS

If you still do media guides, try to constantly update your history section as part of your weekly notes. Keep in ready InDesign or Quark format for easy changes.

"What was a long task during the summer is cut down to a short weekly process. Nothing built up as a major summer project. Instead, my summers were much more free."

SUBMITTED BY
Jason Marsteller, Formerly at Indiana

GO HOME FOR DINNER

With Appreciation To Pete Nevins

Always go home for dinner with your family to have a sense of normal in your life and to recap the day.

If you don't love close to campus, meet at a restaurant from time to time and have your family bring lunch/dinner to you. Create the time to connect on those busy days.

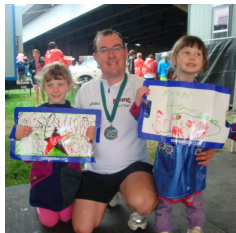


SUBMITTED BY
Lenny Reich, Mt. Union

SAVE WORK TIME AT HOME FOR AFTER THE KIDS ARE IN BED

"With two young daughters, I attempt to spend as much time as possible with them without sacrificing my expectations. I manage my time so that a lot of my work is done after the kids are in bed. This allows me to focus more on the task at hand.

"Balancing a personal life and professional life as a SID is not easy, but it can be done."



SUBMITTED BY
Mark Colachico, Corban

THANK YOU FOR HELPING US CREATE SOME...



YOUR TIPS & QUESTIONS