OSC | 11
Ohio Safety Congress & Expo

#341 Taking charge: Workload/priority management for safety professionals

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8:30 to 9:30 a.m.

Ohio | Bureau of Workers' Compensation

Priority
A Better Way To Work

Ohio Safety Conference

Taking Charge

Workload and Priority Management for Safety Professionals

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Working Smart

Priority
A Better Way To Work

Did you know?

1. **The average knowledge worker has 40 hours of unfinished work on their desk at any given time**
2. **Constant interruptions are costing the US economy an estimated $650 billion/year in lost productivity**
3. **Managers spend 17% of their time (9 weeks a year) searching for information they know they have but can't find**

Working Smart

Priority
A Better Way To Work

Workload and Priority Management Course Objectives

-Schedule work and /maintain focus on key activities and results

-Produce a daily planning process while remaining flexible and responsive

-Reduce workplace interruptions

-Achieve higher degree of work/life balance

Working Smart

Priority
A Better Way To Work

Course Objectives

Best Practice Tools

Best Practice Processes

Best Practice Behaviors

Working Smart

Priority
A Better Way To Work

The Key Behaviors

1.
2.
3.

Working Smart

Daily Planning Process
The Daily Reactive Grind

- **50+ e-mails per day @ 3 min**
- **13 Voice mails per day @ 7 min**
- **Totals approximately 240 minutes**

(4 hours)

Source: Gartner Dataquest

Daily Planning Process
E-mail – discussion questions

Daily Planning Process
Productivity Pirates

Daily Planning Process
Managing Activities

Daily Planning Process
Planning Fallacy

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-
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Flipchart

Interruptions

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Daily Planning Process Priority Planning

-Why?

-When?

-How?

Daily Planning Process Planning – Discussion questions

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Focusing on Key Activities and Results

-Tactical Solutions

-Aligning Daily activities with organizational goals

Outline

How organizations have evolved

-Shared common process

-Leadership/Management/Self Management

Flipchart

Focusing on Key Activities and Results

A Strategic View

-Focus on Results

-Key Result Areas - how do I fit in?

-Organizational/Departmental Goals

Outline

Alignment With Your Values

Work/Life Balance
Priority Planning

1. Values and Vision
2. Plan for business and personal - strategic
3. Closure-Daily plan/cycling thoughts/inbox
4. Scheduling time –coordination with home
5. Q2

Planning – Additional Thoughts

-Interruptions

-Meeting with yourself

-Reviewing organizational goals

-Task versus process

-80/20 rule

-Work value matrix

-Mobile Devices

Thanks for joining us!

Summary

-Learning transfer

-Next steps

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