HELP! THERE’S NO WAY I CAN GET ALL OF THIS DONE!

Managing Stress Through Organization and Priorities

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I. What we think being a band director is like vs. what it is REALLY like

II. The goals for today

III. Making time for what matters most - “The things which matter most must never be at the mercy of things which matter least” – Goethe

IV. Absolutes and Variables

V. The good news: By learning simple, (but effective) proactive strategies, you can gain control over your time and your life!

VI. “We are what we repeatedly do. Excellence, then, is not an act, but a habit.” – Aristotle
   a. Cultivating the habit of managing your time through conscious thought and planning is a key ingredient to sustained excellence!

VII. How we spend our time – the 4 quadrants

VIII. Quadrant #2 is where growth, effectiveness, and balance occur
   a. The more time we spend in Quadrant 2 the more fulfilling our daily lives become.
   b. We are able to say NO to internal things that we know will throw us into a crisis later, Q1
   c. We are then able to accomplish all of the “have to’s” expected of us and ....
   d. We are then able to have JOY in our daily lives and enjoy our free time without dire consequences

IX. Planning is a Quadrant 2 activity!

X. We all play many roles in our lives
   a. Professional Roles
   b. Personal Roles

XI. Work from “worst to first”
   a. Which role makes you most anxious?
b. List as many tasks you can think of related to this role

c. Circle the tasks that are the most urgent/important

d. Put a check next to the 3 most important tasks

e. Which of these 3 tasks is the most important right now?

f. Do that task!

Role #1 Task List

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XII. Identify the remaining role that makes you the most anxious.

a. Repeat steps b-f above for this role

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You will want to continue to go through your remaining roles (from most stressful to least stressful) until you have everything listed. I suggest moving to the Google Sheet for this purpose.

XIII. The Magic Google Sheet
   a. Everything is in one place so you don’t forget
   b. Easy to prioritize and sort
   c. Easy to zero in on a role at a time
   d. This keeps you from being immobilized or overwhelmed

XIV. The power of weekly planning

XV. Roles in our weekly schedule

XVI. The power of three-week planning

XVII. Work the system – be true to yourself

XVIII. Put your mask on first!

XIX. Be persistent – You've got this!!!

XX. Acknowledgements/Resources
   a. “The One Thing” – Gary Keller
   b. “The Seven Habits of Highly Effective People” – Stephen Covey
   c. “The Obstacle is the Way” – Ryan Holiday
   d. “How to Get Control of Your Time and Your Life” – Alan Lakein

“Nothing in the world can take the place of Persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent. The slogan 'Press On' has solved and always will solve the problems of the human race.” – Calvin Coolidge