HELP!!!!!!

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

Managing Stress Through Organization
What We Think Being A Band Director Is Like

• There are many different interpretations of what being a band director is like:
Another View...
A More Realistic View......
Some Days Feel Like This
Still Others Feel Like This
Cookie Dough Sales Turn-In day
Here’s a View of Contest Week...
To Summarize....

BEING A BAND DIRECTOR IS EASY, IT'S LIKE RIDING A BIKE
EXCEPT THE BIKE IS ON FIRE YOU'RE ON FIRE EVERYTHING IS ON FIRE
The Goals for Today

• Develop an awareness of how we use our time.
• Identify the many roles each of us plays in our lives
• Provide tools you can adapt to your unique personality and situation
• Hopefully this will help you achieve your goals and find joy in your daily life!
Making Time for What Matters Most!

• “The things which matter most must never be at the mercy of things which matter least” – Goethe

• Consistently doing “what matters” will keep you inspired enough to do everything else!
The First Step

• The first step to effective time management is understanding how we spend our time.
• Here we go!!!
Absolutes

- Everyone has the same amount of time available:
- 24 hours in a day
- 7 days a week
Variables

• Our scheduled time
• Our unscheduled time
• How we set and prioritize goals and tasks
If You Ever...

• Feel like you have more things to do than time in which to do them...
• Feel like you’re spending all of your time on things that aren’t your passion...
• Wake up feeling like you’re already behind and will never catch up...
I Have Good News for You!

• By learning simple, (but effective) proactive strategies, you can gain control over your life!
Important Thought from Aristotle

• “We are what we repeatedly do. Excellence, then, is not an act, but a habit.”

• Cultivating the habit of managing your time through conscious thought and planning is a key ingredient to sustained excellence!
## How We Spend Our Time: the 4 Quadrants

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<thead>
<tr>
<th></th>
<th>URGENT</th>
<th>NOT URGENT</th>
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<tbody>
<tr>
<td>Important</td>
<td>I. Crisis Management</td>
<td>II. Growth - <em>Prevention</em> - <em>Effectiveness</em></td>
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<tr>
<td>Not Important</td>
<td>III. Deception – <em>Crisis Creation</em></td>
<td>IV. Waste – <em>Crisis Creation</em></td>
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Quadrant 1 - Urgent/Important

- True Emergencies
- Life or death
- Time Sensitive items
- Quadrant 2 items we have put off until it is too late to do them well
- Some professions spend the majority of their time in quadrant #1
- This quadrant is REACTIVE
Quadrant I Focus
Urgent and important

• I. Results:  
  – Stress  
  – Burnout  
  – Crisis management  
  – Always “putting out fires”
Quadrant 2 – Not Urgent/Important

- GROWTH and PREVENTION
- Daily planning
- Studying/preparing to teach/conduct
- Exercising daily (or at least regularly)
- Fellowship
- Sleep
- Eating some green stuff (Jello or Skittles do NOT count!)
II. The more time you spend here, the less time you will spend in Quadrant 1 Dealing with URGENT EMERGENCIES

Remember! Time spent in Quadrant 2 SHRINKS the time you’ll spend in Quadrant 1 later!!!
Quadrant 3 - Urgent/Unimportant

• DECEPTION occurs here!
• Mindless busywork that accomplishes nothing, but diverts your time and energy away from meaningful tasks
• This is why non-prioritized “to-do” lists don’t work
• Don’t confuse being busy with being productive!
Quadrant 3 – The “busy” quadrant

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III. Results:
Short term focus
Busy, but ineffective
Focus on things that are easy, but low yield
The more time you spend here the more crises you will create (Q1)

IV.
Quadrant 4 –
Not Urgent/Unimportant

• This is the quadrant of WASTE.
• While you can spend time here and escape the pressure of your day to day responsibilities, you are not “re-creating your capacity to achieve your goals
• Don’t confuse this with recreation. True recreation RE-CREATES your ability to function at your best!
• Be honest with yourself!
Exclusively 3 and 4

I.

III.

Results:
Total irresponsibility
Fired
Completely dependent on others

IV.
The Ideal

- The more time we spend in Quadrant 2 the more fulfilling our daily lives become.
- We are able to say NO to internal things that we know will throw us into a crisis later, Q1
- We are then able to accomplish all of the “have to’s” expected of us and ....
- We are then able to have JOY in our daily lives and enjoy our free time without dire consequences
Planning Is a Quadrant 2 Activity!

- Identifying our roles is the first step
  - Personal
  - Professional
Our General Professional Roles

- Musician/Conductor/Teacher
- Leader/Administrator/Manager
Your Specific Professional Roles

• List as many roles you can think of:
  – Things you do
    • Administratively
    • Musically
    • Creatively
  – Classes you teach
  – What are some of your roles?
Work from “Worst to First”

- As you look at your list, which role makes you most anxious?
- Let’s focus on that role first!
Roles – Goals – Tasks - Priorities

• List as many tasks you can think of related to this role
• Circle the tasks that are the most urgent/important
• Put a check next to the 3 most important tasks
• Which of these 3 tasks is the most important right now?
• Do that task!
Return to Your List of Roles

• Next, review your list of roles and identify the remaining role which makes you the most anxious.
• Repeat the process:
  – List as many tasks you can think of related to this role
  – Circle the tasks that are the most urgent/important
  – Put a check next to the 3 most important tasks
  – Which of these 3 tasks is the most important right now?
  – Do that task!
Using the “Magic Excel Sheet”

• Everything is in one place so you don’t forget
• Easy to prioritize and sort
• Easy to zero in on a role at a time
• This keeps you from being immobilized or overwhelmed
• You can upload it to Google and have it on all of your devices!
The Power of Weekly Planning

• Planning for a week vs. day to day ensures that you get Quadrant 2 and Quadrant 1 items done so eventually you have LESS Q1 items.
• This will give you a stronger sense of control and you’ll spend less time worrying about things and more time getting things done.
Roles in Our Weekly Schedule

• Use a weekly calendar to schedule your week for all Quadrant 2 activities:
• Planning and prep time
• Classes you teach
• Performances and events
• Meetings/Appointments
• Time for family and friends
• Recreation
• Sleep
Next Steps

• Do a preliminary schedule for the Following 2 weeks as well, noting:
  – Performances and Events
  – Advance prep for summer band and next fall
  – Upcoming Deadlines
    • Contest entries
    • Trip payments
    • Bus requests
Work the System

- Set aside time on Sunday to look at your entire week and confirm or change your plans
- IMPORTANT: Look at the next THREE weeks every Sunday and that will help you avoid disaster!
- Set aside time each day to make adjustments as needed
- Execute your plan
- Adjust as needed
- Add tasks and items to your spreadsheet as they arise
*Prep and Planning Time Suggestion*

- **Know your Prime time**
  - Execute your most challenging tasks in your prime time
  - Get your least favorite (or most difficult) stuff done first

- **Save the things that are easiest and/or most enjoyable for when your energy is depleted**
Put your mask on first!

- Your health impacts not only you, but everyone in your life.
- Take care of yourself!
- Effectively managing your time will allow you to carve out time for YOU!
Final Thought - *Calvin Coolidge*

• “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.”
You’ve. Got. This.

• Be courageous. You’ll make mistakes. Learn and adjust
• Bring it every day!
• Clear plan + consistent effort + persistence = success
Resources

• “The Seven Habits of Highly Effective People” – Stephen Covey
• “The One Thing” – Gary Keller
• “The Obstacle is the Way” – Ryan Holiday
• “How to Get Control of Your Time and Your Life” – Alan Lakein
Questions?