

ORGANIZATIONAL AND TIME MANAGEMENT (OTM) SKILLS

PRO TIP FOR SUPERVISORS

The goal is not to expect your supervisees and trainees to use the same OTM strategies that you use. Instead, focus on:

- 1) describing general recommended practices
- 2) serving as a model for effectiveness and efficiency when one follows general recommended practices
- 3) supporting supervisees/trainees to develop and evaluate strategies that work for them.

MAKE YOUR EMAIL WORK FOR YOU — NOT THE OTHER WAY AROUND

Regularly scan and triage your inbox:



- Immediately actionable in 2 min or less, do it now (e.g., delete it, quickly reply)



- Needed for future reference, file it now



- Future action required, schedule time in your calendar now to address it soon. Don't forget to file it in your "pending" folder or file it once you have responded in the near future

Consider scheduling a few 15-30 min times throughout the day to check and triage your email inbox and manage your email system instead of responding as emails come in

RUNNING AN EFFECTIVE MEETING



- Have a clear purpose



- Invite the right attendees



- Create an agenda with time estimates for item; send to attendees ahead of time



- Designate a timekeeper



- Designate a note taker



- Actively run the meeting (e.g., facilitate participation, manage participation)



- Wrap up in last 5 min by reviewing main points and any action items and due dates

GAIN A COMPREHENSIVE UNDERSTANDING OF THE POWER OF COLLABORATIVE RELATIONSHIPS IN THE BOOK:
abatechnologies.com/products/building-and-sustaining-effective-relationships

ABA Technologies®
www.abatechnologies.com

HEAR THE AUTHORS DISCUSS THIS CHAPTER IN OUR PODCAST:
<https://tinyurl.com/yc2zmcdb>

