

The Day in the Life of a Coach/Specialist

*Tips and Tools for Organizing your Day, Managing your Time, and
Being Fully Present for your Youth*

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Write next year's performance review

What 3-5 things would make it a great year for you professionally?

Write a family and friends holiday letter

What 3-5 things would make it a great year for you personally?

Tips for Staying Organized

- 1) Use both the Outlook Calendar and a physical calendar to structure your day, week, and month.
- 2) Enter any re-occurring events, meetings, trainings, due dates etc. in both calendars (ideally ASAP). This allows you to see what your availability looks like for that day, week, month, etc.
- 3) Give some cushion time when scheduling a meeting with a youth (block out some time before and after just in case they show up late and/or the session goes longer than expected).
- 4) Keep an on-going list of items that you'd like to address in Supervision each week and update it ideally as soon as they come up so you don't forget about it.

How to Maximize Productivity

- 1) Spend the first 30-minutes of your day focused on the #1 thing you want to accomplish that day. You have the most energy and brain power in the morning.
- 2) Use Friday afternoons to reflect on the week and plan for the next week
- 3) Pay attention to your environment and create bubbles of focus. We are distracted 2 hours/day. Your phone is a culprit.
- 4) Surround yourself with a community of peers
- 5) Be good at many things, but be exceptional at a few things.

How to Maximize Productivity - cont'd

6) Color code your calendar –

- *Blue – creative, planning time*
- *Red – Can't move appointments, treat like a doctor's appt.*
- *Green – You time (i.e. lunch, walk, coffee break)*

7) Batch/Block Tasks

8) Do your hardest task first

8) Address your HALTS (Hungry, Angry, Lonely, Tired, Stressed)

10) Separate urgent from important

THE URGENT VS. IMPORTANT MATRIX

