Time Management for Technical Services Managers

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University of Vermont

Hosted by ALCTS, Association for Library Collections and Technical Services
May 6, 2015
I have a lot of roles

- Catalog-SLASH-Metadata Librarian
- Manager
- Faculty
- Librarian
- Cataloger
- Metadata wrangler
- Community member ...
Agenda

- Why time management?
- Strategies for time management
- Tools for time management
- Remaining responsive and flexible
- Achieving work-life balance
Why time management?

Too keep our heads above water!
Inspiration

• The 7 habits of highly effective people / Stephen R. Covey
• Getting things done / David Allen
• Zen to done / Leo Babauta
• The last lecture / Randy Pausch
• Productivity for librarians / Samantha Hines
Let's dive in!
Techniques

1. Collect
2. Process
3. Organize
4. Prioritize
5. Do
6. Review
1. Collect

- Get it out of your head!
- Record tasks in one place as they arise
- Use a notebook, smartphone, or hipster PDA
Groceries
- Eggs
- Milk
- Veggies & Fruit
- Yogurt
- Coffee
- Valencias
- Hot & Cold Beverages!

Hipster PDA
2. Process

- If it takes less than two minutes to do, then do it right away.
- If not, it goes on the list of things to do.
3. Organize

- Define roles and projects
- Have a "place" for everything
- A calendar is your best friend
- Create a "tickler" file for important things to deal with at another time
Metadata Librarian
ETD Metadata
Islandora Config
ETD Core Debug

Catalog Librarian
Configure/Edit OCLC authors
Add Due to WMS for VTU + VTM
Finalize NAco Training
FY15 Q1-3 Stats
Run Authorities
Vote in ACLA election! 4/30

Scholar
Finish ALCTS Slide Deck
Practice Presentation
Write 1000 words for QJC
RMS-CV XML to SKOS

VLA Past-President
Confirm VLC social beverage vendors
Set up Keynote ticketing
4. Prioritize

- Contextual decision making
- Principled prioritization
Contextual decision making

- Needs of users
- Needs of librarians
- Resource type
- Length of time in the backlog
- Fun factor!
Principled prioritization

- Balance urgency with importance
<table>
<thead>
<tr>
<th>Important</th>
<th>Not Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent</td>
<td>Not Urgent</td>
</tr>
<tr>
<td>I (MANAGE)</td>
<td>II (FOCUS)</td>
</tr>
<tr>
<td>- Crisis</td>
<td>- Preparation/planning</td>
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<tr>
<td>- Medical emergencies</td>
<td>- Prevention</td>
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<tr>
<td>- Pressing problems</td>
<td>- Values clarification</td>
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<tr>
<td>- Deadline-driven projects</td>
<td>- Exercise</td>
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<tr>
<td>- Last-minute preparations for scheduled activities</td>
<td>- Relationship-building</td>
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<tr>
<td>- True recreation/relaxation</td>
<td></td>
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<tr>
<td>Quadrant of Necessity</td>
<td>Quadrant of Quality &amp; Personal Leadership</td>
</tr>
<tr>
<td>III (AVOID)</td>
<td>IV (AVOID)</td>
</tr>
<tr>
<td>- Interruptions, some calls</td>
<td>- Trivia, busywork</td>
</tr>
<tr>
<td>- Some mail &amp; reports</td>
<td>- Junk mail</td>
</tr>
<tr>
<td>- Some meetings</td>
<td>- Some phone messages/email</td>
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<tr>
<td>- Many “pressing” matters</td>
<td>- Time wasters</td>
</tr>
<tr>
<td>- Many popular activities</td>
<td>- Escape activities</td>
</tr>
<tr>
<td>- Viewing mindless TV shows</td>
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<table>
<thead>
<tr>
<th>Important</th>
<th>Due Soon</th>
<th></th>
<th>Not important</th>
<th>Not due soon</th>
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<tbody>
<tr>
<td></td>
<td>- ALCIS Presentation (5/4)</td>
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<td>- Run Authorities</td>
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<td></td>
<td>- RBMS - CV XML to SKOS</td>
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<td>- ASP Batch loads</td>
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<td>- Configure OCLC actions</td>
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<td>- Read blogs</td>
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<td></td>
<td>- FY15 Q1-3 stats</td>
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<tr>
<td></td>
<td>- Finalize NACO Training</td>
<td></td>
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<tr>
<td></td>
<td>- Workflow analysis final report</td>
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<tr>
<td></td>
<td>- Set up OCLC WMS accounts for IL</td>
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<tr>
<td></td>
<td>- Confirm VLC social details</td>
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<tr>
<td></td>
<td>- Set up VLC keynote tickets</td>
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5. Do

- Create weekly to do lists
- Decide the 3 most important tasks you need to accomplish each day
Tips for doing things

• Schedule your day
• Set a timer (Pomodoro Technique)
• Take breaks
Tips for doing things

- Get two monitors
- Wear headphones
- Try to keep your desk clear and your office clean
6. Review

- Weekly
- Monthly
- Quarterly
- Annually
- Strategic planning cycles
Time management tools

- Trello
- FreedCamp
- Asana
Trello
<table>
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<tr>
<th>Task Description</th>
<th>Date Range</th>
<th>Duration</th>
<th>Assignee</th>
<th>Due Date</th>
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<td>LC NACO Training</td>
<td>Sept 2014</td>
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<td>Webinar 1: Monday, September 8, 2014 - 3:00 PM EDT</td>
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<td>Self-study Period 3: Monday, September 15, 2014 - Th</td>
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FreedCamp
Staying responsive and flexible.
Responsive and flexible

- 3 sayings for keeping it together and being on top of it all while staying cool.
Balance the 2 efforts.
Going somewhere. Being somewhere.
Work is a mess.

Use messiness and surprise to innovate and succeed.
Be kind to yourself.

Slow down and treat ourselves decently.
Achieving work-life balance
Work-life balance

- Delegate.
- Say "No."
- Be mindful of "spillover" and "crossover."
Work-life balance

- Get a hobby.
- Take a vacation.
Remember

It's a library.
Summary

- Collect
- Process
- Organize
- Prioritize
- Do
- Review
- Try something new
- Breathe
Resources

Thanks!

Any questions?