

How to Run a Meeting

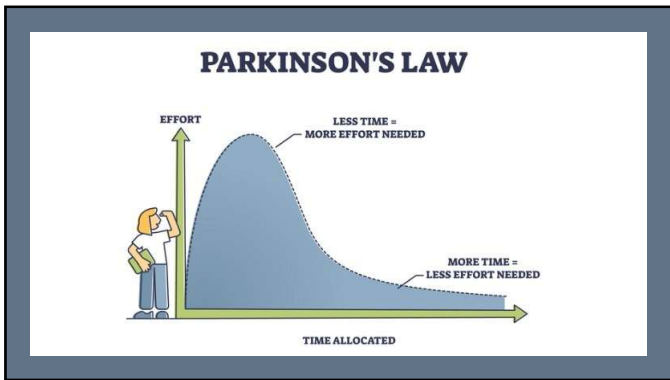
- Prep
 - Seek input from participants
 - Who needs to be there & do they need to attend the entire meeting?
- Start on time
- Agenda items
 - List as questions – not as statements
 - “Jail overcrowding” vs. “How do we reduce jail overcrowding?”
- End on time
 - Review assignments
 - Write them down
 - Set expectations & deadlines

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Meeting Tips

- Limit new items
- Ask specific people for opinions
- If senior: ask – listen – clarify – give opinion – feedback – decide
- ****Empty chair
- After Action: assess attendee behavior, conversational dynamics, was content covered, did we stray off topic, who did most of the talking

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| Meeting Agenda | | Meeting Name: |
|----------------|--|---------------|
| | | Date: |
| | | Time: |
| | | Location: |
| Subject: | | |
| Time Allotted: | | |
| Purpose: | | |
| Lead: | | |
| Subject: | | |
| Time Allotted: | | |
| Purpose: | | |
| Lead: | | |
| Subject: | | |
| Time Allotted: | | |
| Purpose: | | |
| Lead: | | |

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Microsoft To-Do

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To Do Lists & Dopamine

To Do Lists – Find what works for you.

Remember:

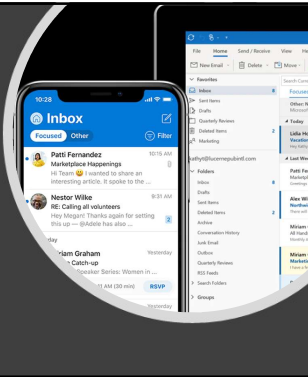
- Dopamine helps regulate movement, attention, learning, and emotional responses.
- It also enables us not only to see rewards but to take action to move toward them.
- Anything that gives us pleasure like gambling – sex – alcohol – drugs – exercise – eating sugar – and *crossing things off our to do list*

Tip: Microsoft To-Do (It's free!)

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Email Management

- Turn off notifications and instead check your email hourly or when scheduled
- Single touch - File them when read
 - Full inboxes waste 27 minutes/day
- Avoid processing irrelevant or less important emails individually (use Rules function)
- New Years – Unsubscribe



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Emails You Send



- Only one subject per email
- Subject line – descriptive
- In the first sentence/paragraph, provide the reason for the email
- Assignments
 - Name in red (if addressed to more than one person)
 - Set expectations
 - Set deadlines

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Time Blocking



- Enables you to develop a plan
- Keeps a record of what you have done
- Helps you prioritize and delegate
- Helps you say no & set boundaries
- Relieves guilt (a little)
- Biggest benefit: Losing that feeling of being overwhelmed = less stress
 - You know you have time scheduled to work on projects
- Parkinson's Law – work expands to fill the time available

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Time Blocking – The “Cure” for Overscheduling


- Every “Friday”, schedule your next week
- At the end of the day, look at tomorrow's schedule
 - Your mind will work on those things overnight

| Time | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|-------------|------------------------------|-------------|----------------|-----------|-----------|-----------|---------|
| 6:50-8:30 | Get Ready | Get Ready | Get Ready | Get Ready | Get Ready | | |
| 8:30-9:00 | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | | |
| 9:00-9:30 | Call with Judy | | | | | Call Judy | |
| 9:30-10:00 | Branding eBook | | | | | Workout | Workout |
| 10:00-10:30 | 101+ blog life template post | | | | | | |
| 10:30-11:00 | Branding eBook | | | | | | |
| 11:00-11:30 | | | | | | | |
| 1:30-12:00 | | | | | | | |
| 12:00-12:30 | | | | | | | |
| 12:30-1:00 | | | | | | | |
| 1:00-1:30 | Lunch | Lunch | Lunch | Lunch | Lunch | | |
| 1:30-2:00 | | | | | | | |
| 2:00-2:30 | | | | | | | |
| 2:30-3:00 | | | | | | | |
| 3:00-3:30 | | | | | | | |
| 3:30-4:00 | | | | | | | |
| 4:00-4:30 | Take image for post | | | | | | |
| 4:30-5:00 | Branding eBook | | | | | | |
| 5:00-5:30 | Call Jeff | | | | | | |
| 5:30-6:00 | Call Mary | | | | | | |
| 6:00-6:30 | Workout | Dinner | Dinner | | | | |
| 6:30-7:00 | Break | | | | | | |
| 7:00-7:30 | | | | | | | |
| 7:30-8:00 | | | | | | | |
| 8:00-8:30 | Dinner | Upwork - VA | Branding eBook | Dinner | | | |
| 8:30-9:00 | | | | | | | |

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Tomato Timer

- Focus – 25 minutes
- Rest – 5 minutes
- Focus – 25 minutes
- Rest 5 minutes
- Focus – 25 minutes
- Rest – 5 minutes
- Focus – 25 minutes
- Rest - 15 minutes

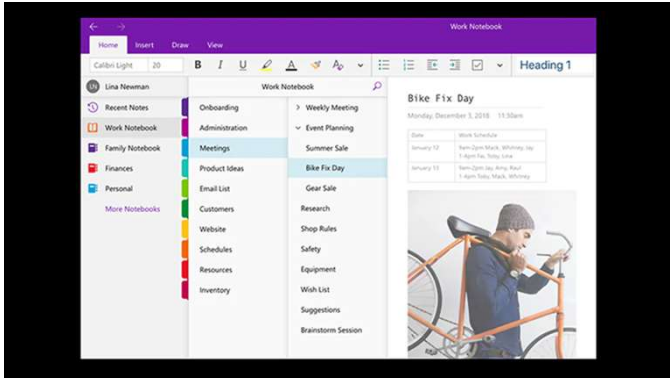


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Information Management



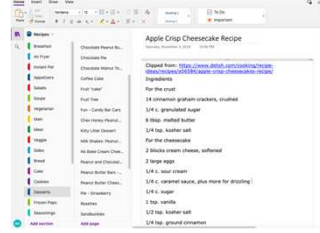
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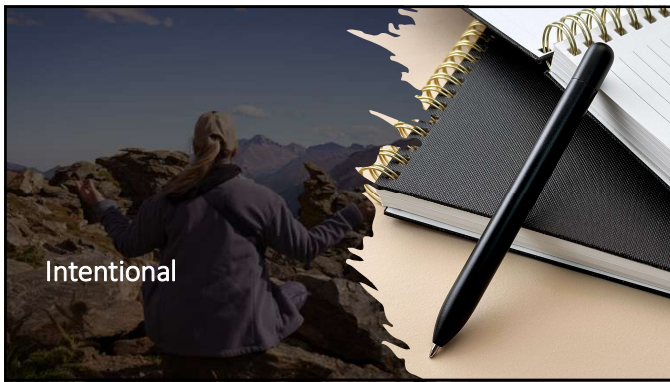


My OneNote



- Presentation research
- Reoccurring emails/announcements
- Upcoming presentation details
- Diary
- Ideas for family Christmas 2022
- Grocery List
- Insurance cards
- Places I want to travel
- Apple Streusel Cheesecake recipe
- Article on how to photograph the northern lights
- Type of light bulb I use in the outside can mower
- Instruction manual/warranty for lawn mower
- The draft of my book
- Command Staff meeting notes from December 17, 2012
- Copies of all of the grants I have ever written

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Use Your Attention Intentionally

Flashlight: Represents focused attention on a single task or detail. It's narrow and precise.

Spotlight: A bit broader—used for scanning a small area or monitoring multiple related elements.

Floodlight: Very wide attention, often linked to situational awareness or creativity, where you're open to many inputs.

The Juggler: Refers to the executive function that manages switching between these modes and handling multiple tasks.



Dr. Amishi Jha

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Illusion of Multitasking

Stop (trying to) Multitasking

- Computer term
- Brains are amazing but...

2.5%

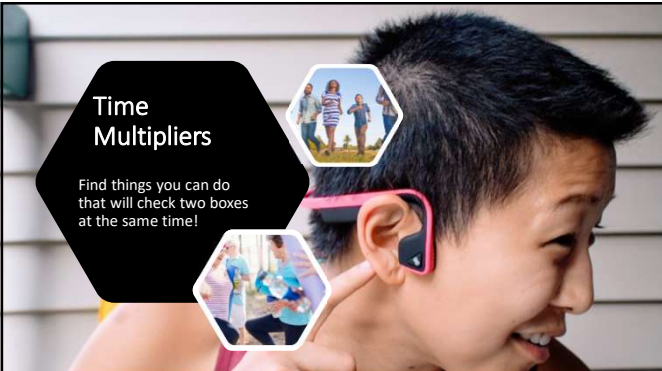
You get more done when you focus on one thing at a time.



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Time Multipliers

Find things you can do that will check two boxes at the same time!



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Time Multipliers

| | | | | |
|------|---------------|-------------|----------------------|--|
| Walk | With a friend | Drink water | Discussing a concern | |
| | | | | |
| | | | | |

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Time Pockets

- Check voicemail
- Texts
- Breath
- Chair yoga
- One email
- WIN Card



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WIN Cards

What I Need

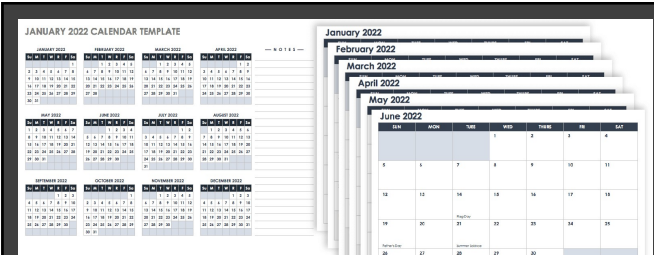


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Win Cards

| General | Morning | Bedtime | Brushing Teeth | Car | Phone | Outside |
|----------------------------|----------------|--------------------|-----------------------|---------------------|---------------|--------------------|
| Drink water | Sunlight | Tactical breathing | Heal Raises | Podcast | Text a friend | Take a deep breath |
| Play with pet | Set intentions | What I did well | Gratitude | Go Music (or chill) | Look at pics | Find awe |
| Personal Mission Statement | Stretch/ Yoga | Three wins | Use non-dominant hand | Notice nature | Podcast | Ground yourself |
| Smile at a stranger | Exercise | Meditation | Visualize | Tactical breathing | Play a game | Feel the sun/rain |
| Stretch | Want to feel | Gratitude | Balance | Hum | Music | Touch nature |

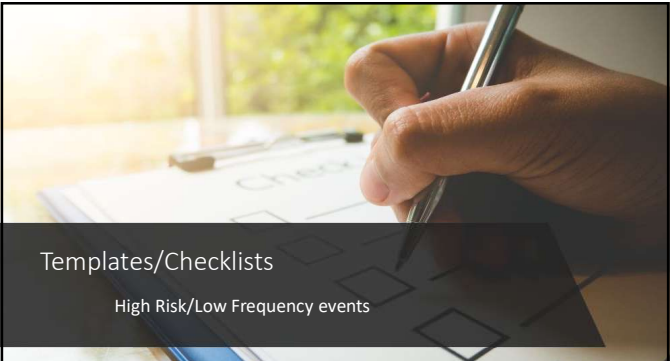
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Develop Monthly Plans for Major Projects

- What are your big projects?
- Plan to address one major project every month

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Templates/Checklists

High Risk/Low Frequency events

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Policy and Procedure Manual



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Critical Thinking Skills

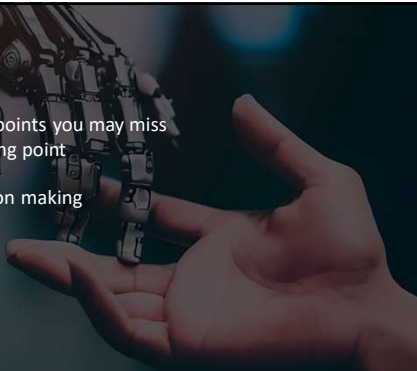
- Artificial Intelligence CAN hurt
 - Form a "relationship" with it
 - Does your thinking for you
 - Went from...I need to know that to...I need to know where to find it to...ask AI
- Information availability
 - Information is everywhere
 - Influencers are thinking for us
 - We don't question things like we use to
 - Social media/internet – not reliable
- Crisis Mode
- We have stopped being curious



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Using AI

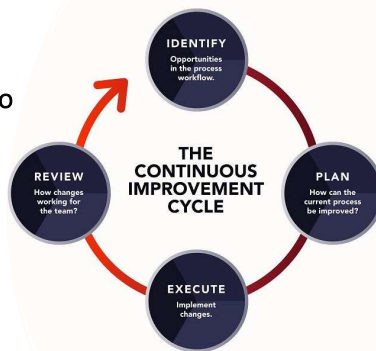
- Fills in gaps/viewpoints you may miss
- Gives you a starting point
- Gets me to start
- Helps with decision making
- Reduces errors
- Co-Pilot
- ChatGPT



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Question the Why Before Your People Do

- Process review
- Ask everyone!
 - One week on the job?
 - Expert at recruiting, hiring, onboarding and training
 - Retiring next week?
 - Surprisingly honest 😊



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Streamline Processes in Your Life



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Understand & Use Motivations of Supervisors

- Financial
- Right thing to do
- Credit
- Power
- Public Image
- Retention
- Political Survival
- Pain points



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Atomic Habits – The Five Big Ideas

1. Habits are the compound interest of self-improvement
2. If you want better results, then forget about setting goals. Focus on your system instead
3. The most effective way to change your habits is to focus not on what you want to achieve, but on who you wish to become
4. The Four Laws of Behavior Change
 - make it obvious
 - make it attractive
 - make it easy
 - make it satisfying
5. Environment is the invisible hand that shapes human behavior

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Sometimes Good Is Good Enough

What needs to be:

Perfect?
Done well?
Done?

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Eat That Frog

"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."
- Mark Twain

EAT THAT FROG!
Brian Tracy

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Steering Wheel Therapy

Going to work

- What do I need to do?
- What do I want to do?
- What are the priorities?
- What hard things do I need to do?

Going Home

- Did I accomplish what I needed to do?
- Did I encourage others?
- Did I have the hard conversations?
- Did I follow my personal mission statement?
- What could I have done better? How?
- What did I do well?

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Moving Forward

How will this training change the way you and your organization operates?



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Have an awesome life by *living a great story.*

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Thank you!



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