Welcome to VUinstibleITe
Maximizing Personal Impact
Being an effective team member

Be:
- Self-aware
- Proactive
- Strategic
- Positive
- Professional
- Trustworthy
- Reliable
- Collaborative

Video Review  Organization  Time Management
Being an effective team member

S  Strengths
W  Weaknesses
O  Opportunities
T  Threats

Video Review  Organization  Time Management
Organization

Hot Mess vs Organized
Motivators

**Zoom Poll 1**
On a scale of 1-10, how motivated are you to be organized?
(1 = Very Low, 10 = Very High)

**Zoom Poll 2**
On a scale of 1-10, where would you rate your level of organization skills
(1 = Very Low, 10 = Very High)

**Zoom Poll 3**
Are you more organized in your ‘work life’ or your ‘home life’? Or is it the same?
Organization Tips

Trash Emails

Phone Apps

Desk Set-Up

Go Folder
Organization Tips

Group
Share
Managing Priorities and Deadlines

“I don’t have the time.”

“Where has the time gone?”

“If only I had more time.”

“Time just got away from me.”
Managing Priorities and Deadlines
Choices

Productivity  People  Pace  Personal
Productivity Choices

Start your day with a plan
Make a list, Prioritize, and check it off
Put deadlines on tasks, projects, goals
Be organized, but don’t obsess about it
Drop activities that tax your time or no longer serve you well
Consider waiting time a gift
Productivity Choices

- Proactive
- Reliable
- Strategic
- Collaborative
- Professional

Productivity
People Choices

Set limits on people who waste your time
When you can’t say no, say “Yes, but…”
Deal with interruptions, then quickly refocus
Be less accessible
Take responsibility – don’t blame others
Avoid optional meetings, improve the ones you must attend
Prioritize people
People Choices

People

Self-aware

Respectful

Collaborative

Trustworthy

Professional
Pace Choices

Choose productiveness over busyness
Think ahead and prepare
Get off to a running start in the morning
Be decisive
When you’re stuck, just take the next small step
Do one thing at a time
Know your personal prime time and use it wisely
Pace Choices

- Pace
- Proactive
- Strategic
- Reliable
- Professional

Video Review | Organization | Time Management
Zoom Poll
When is your personal prime time?

Morning, Afternoon, Evening, Other
Personal Choices

Think of self-discipline as a skill, and practice it
Ask for help
Be perfect only when it is necessary
Finish what you start
Take breaks
Think of yourself as CEO of your time
Being an effective team member

Be:
- Self-aware
- Trustworthy
- Proactive
- Strategic
- Reliable
- Respectful
- Collaborative
- Positive
- Professional

Video Review
Organization
Time Management
ACTIVITY
Resources

- LinkedIn Learning:
  - Improve Your Organizational Skills Learning Path (7h 25m)
  - Develop Critical-Thinking, Decision-Making, and Problem-Solving Skills Learning Path (4h 58m)
  - Become a High Performer Learning Path (8h 22m)

- IT Website
THANK YOU

DON’T PANIC, ORGANIZE!

WHAT IF I TOLD YOU
YOU CAN MANAGE YOUR TIME BETTER