

Welcome to

VU insti**bi**lTe

VUinstITute

Module 1 Our Work in Context

How Higher Ed
Works

How Vanderbilt
Works

How VUIT
Works

Rich and Sundaram
Spring 2019

Module 2 Equity, Diversity, & Inclusion

The Impact
of Stories

Marginality in the
workplace

The Value of
Mattering

Kathleen and Masood
Summer 2019

Module 3 Customer Service Mentality

Setting Context

Mindset

Rhythm

Jason and Kevin
Fall 2019

Module 4 Maximizing Personal Impact

Effective
Communication

Rock Solid
Colleague

Managing Multiple
Priorities

John and Kim
Winter 2020

Module 5.1 Strategic Leadership

Kim and Ed
Spring 2020

Module 5.2 VUIT Management

Kim and Heather
Summer 2020

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Fall 2019

VUinstibITe A
Tools: Tips, Tricks,
and Etiquette
Kelsey & Michelle
May 2020

VUinstibITe B
Organizing & Time
Management
Kelsey & Kim
June 2020

VUinstibITe C
Effective
Communication
Kelsey & Julie
July 2020

VUinstibITe D
Effective
Presenting
John
August 2020

Module 4 Maximizing Personal Impact

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Managing Multiple
Priorities

Julie & Kim
Summer 2020

Module 5 - A Strategic Leadership

Kim & Ed
Fall 2020

Module 5 - B VUIT Management

Kim & Heather
Winter 2020



**Maximizing
Personal
Impact**



Today's Agenda



Video Review



Organizing



Time Management



Being an effective team member



Be:

Self-aware

Trustworthy

Proactive

Reliable

Strategic

Respectful

Collaborative

Positive

Professional

Video Review

Organization

Time Management



Being an effective team member

S *Strengths*

W *Weaknesses*

O *Opportunities*

T *Threats*

Video Review

Organization

Time Management



Organization



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Time Management



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?

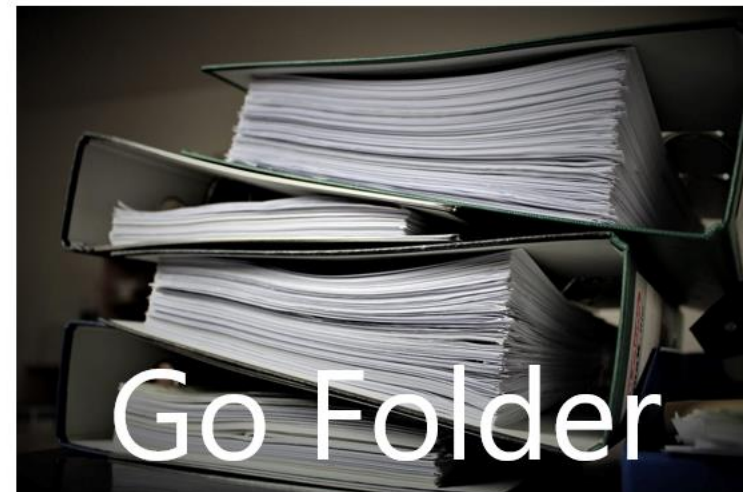
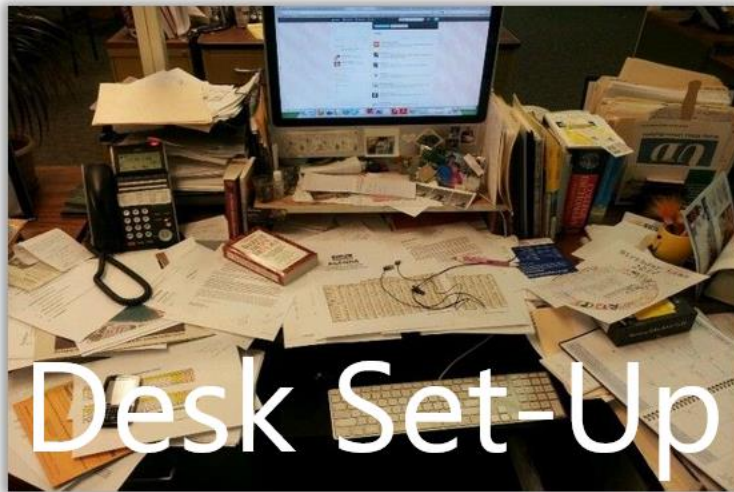
Video Review

Organization

Time Management



Organization Tips



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Group Share

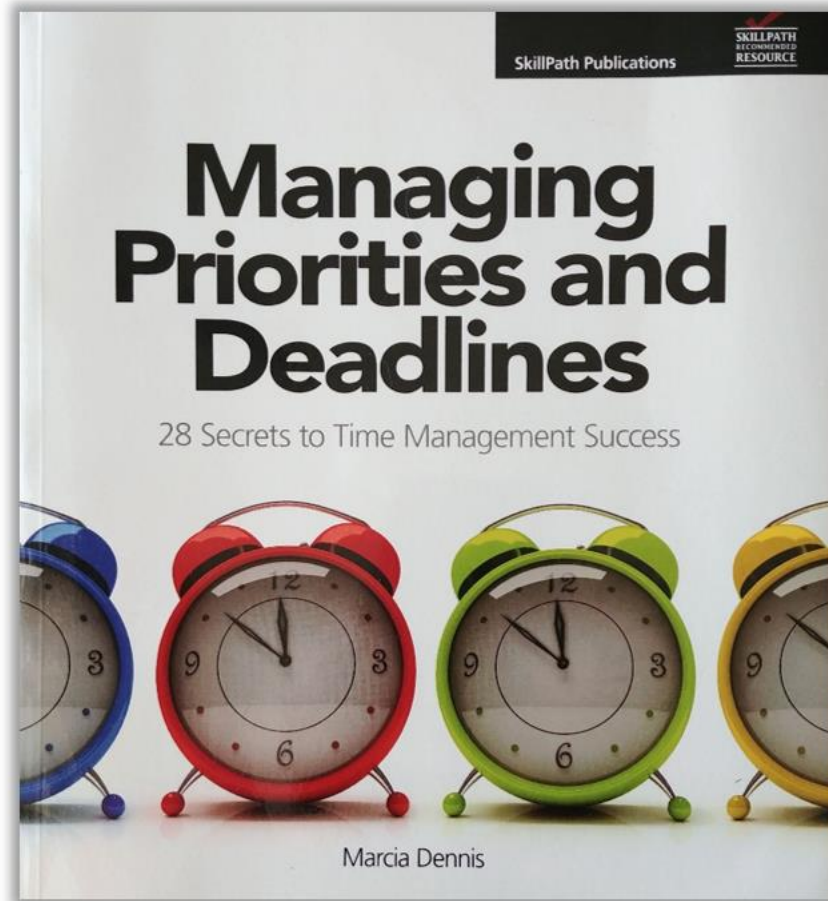
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Managing Priorities and Deadlines



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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."

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Managing Priorities and Deadlines



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Choices



Productivity



People



Pace



Personal

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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

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Productivity Choices



Productivity

Proactive

Reliable

Strategic

Collaborative

Professional

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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

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People Choices



People

Self-aware

Trustworthy

Respectful

Collaborative

Professional

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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

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Pace Choices



Pace

Proactive
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Reliable
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Pace Choices

Zoom Poll

When is your personal prime time?

Morning, Afternoon, Evening, Other

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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

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Being an effective team member



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Managing Multiple Priorities

ACTIVITY

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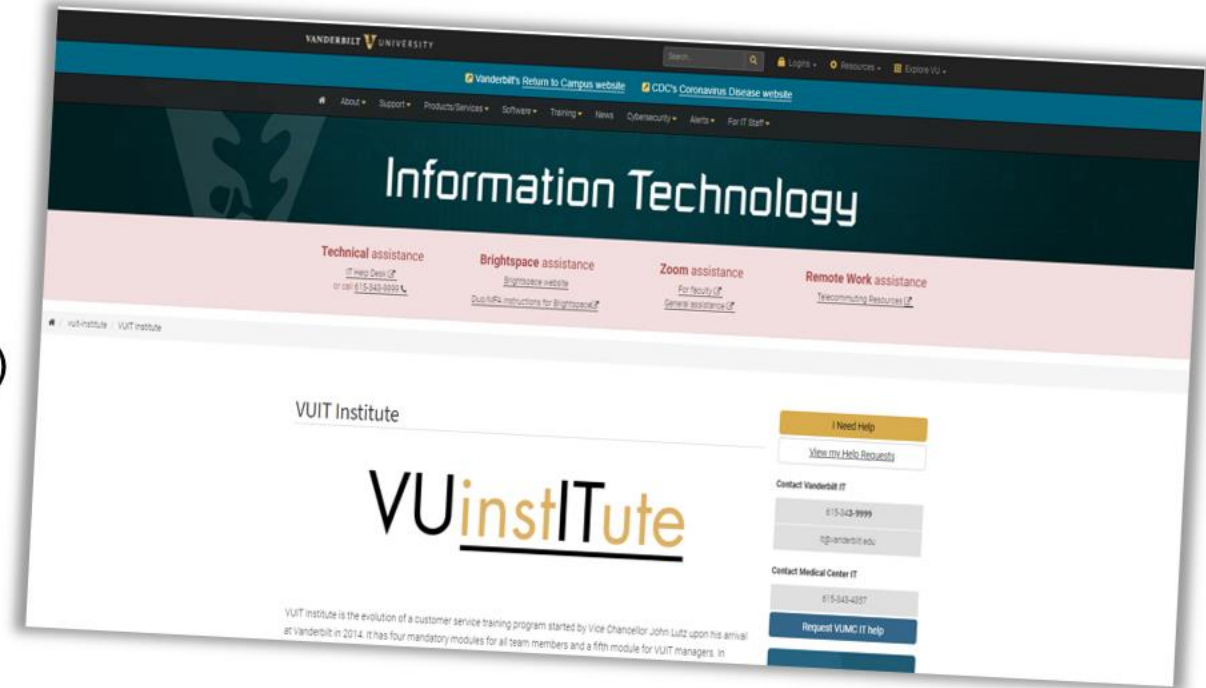
Time Management

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

