# Transcript: Calendar Management Tips - Part 2 with Tony Godfrey

*The following transcript is a verbatim account of the video or audio file accompanying this transcript.*

Speaker #1 (Narrator):

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Speaker #2 (Tony Godfrey):

Welcome to the WGU IT Audio Series. I'm Tony, and I'm a faculty manager for the undergrad cyber security program here. We've spoken about calendaring in previous podcast. Today I would like to cover calendar management tips, part 2. The first podcast detailed that we should or could schedule our activities on a single platform, including meetings, activities, and even family events. The following additional section reviewed some techniques that many of us have found helpful. In this third installment, we'll cover more ideas so that you can better utilize this resource. You are developing a new routine, so please give yourself a chance to weigh out if it works or not. Small changes are always best and don't be afraid to drop or add new methods to see what best fits for you. Again, don't forget that you own your own calendar. It does not own you. Let's review more management techniques that will help us get a handle on this so we can accomplish our goals and not be overwhelmed by them. We're going to cover four ideas in this podcast. Number 1, and a technique that I've found very helpful, is review again. Look at your calendar at the start of each week, or better yet, before the close-out at the end of your workweek. Let's double-check what upcoming meetings there are and list any action items you need to prepare for. Have you also build in prep time? Did you also give yourself time to pull any additional data or time to consult with a coworker? Please be respectful of their time as well. The second idea we'll cover is, are you scheduling admin or focus time each week? We all have that multitude of small tasks that can be completed in one session. Are we allowing time for this? Many times I have found it helpful to schedule at least a couple of 30-minute sessions each week just to get caught up on notes, emails, or use the sliver of time to give additional focus to a current or upcoming project or get caught up with any training modules, for instance. In fact, this is a great time to practice your Pomodoro management technique. I highly recommend listening to the Pomodoro time management technique podcast. Also on the WGU IT Audio Series. The third point today is, do you ask yourself, are all meetings necessary, or do they bring value? There's nothing more frustrating than spending a considerable amount of time in a meeting in which updates can be reviewed in 10 minutes. How can we add value, minimize time, and still offer meaningful input? Have you considered shared documents, folders, or utilizing the mini collaboration tools that are now available? You may have to schedule initial meetings to determine what is required when you first get started. The effort will change to supplying information once the new methodology is running. But now, you're adding valuable input with minimal interaction. This is very valuable when a team member is out of the office, and another member can step up where needed. Please remember, you need to put this also on your calendar to fulfill each week or each month when needed. You'll also find out this technique will reduce a large number of emails and other meetings, so you'll have time that can be utilized elsewhere. Lastly, have you considered batching similar meetings together? If you have folks that report to you, do you scatter these meetings throughout the week or spend an afternoon with dedicated time slots for each one of them. There might be specific pieces of information that you cover each week, and what better way to stay consistent. It is to have extended focus time, just meeting with your direct reports just on this certain information. How much time is potentially wasted if you have to bring up the same information multiple times each week? You forget where things are at. If you have everything brought up beforehand, it will make your meetings go smoother. Now, there is one drawback to this, and one meeting could roll over to the next, which could roll over to the next, which now results in the domino effect, and you're actually meeting with your last person, way past the time when it was originally scheduled. Please be aware of the time and utilize your calendar reminders to either start the close of the meeting or ask for a follow-up later. In conclusion, thank you very much for your time and listening to this podcast in calendar management techniques part 2. I hope it's given you some more insights on how you can own your calendar and not let it own you. Take care and have a great day. Schedule time with your program mentor to explore more deeply.

Speaker #1 (Narrator):

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