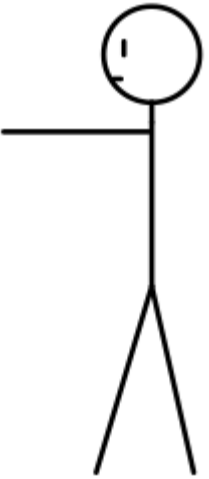


# Time and Task Management



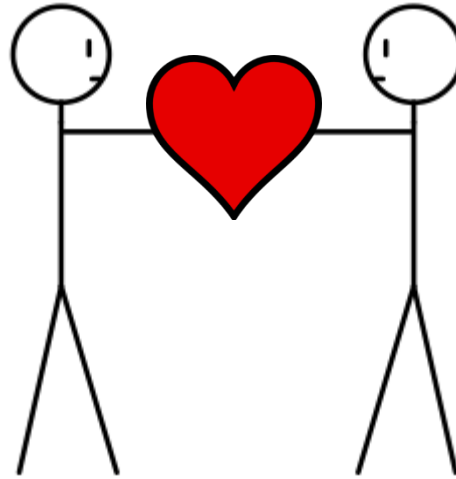
## Time and Task Management

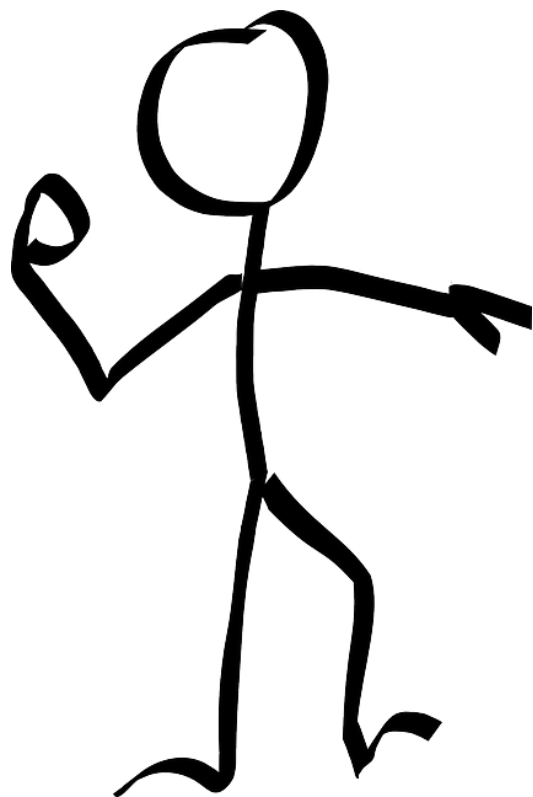


## Creativity and Innovation

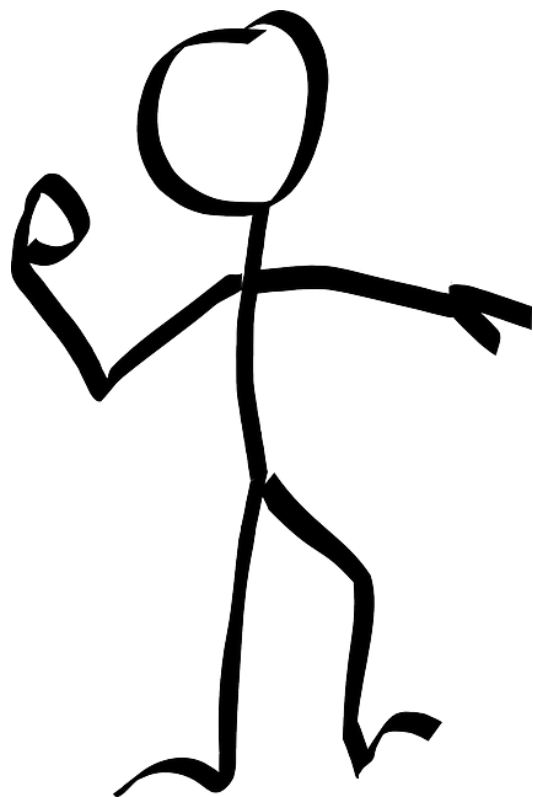


# Time and Task Management for Creativity and Innovation

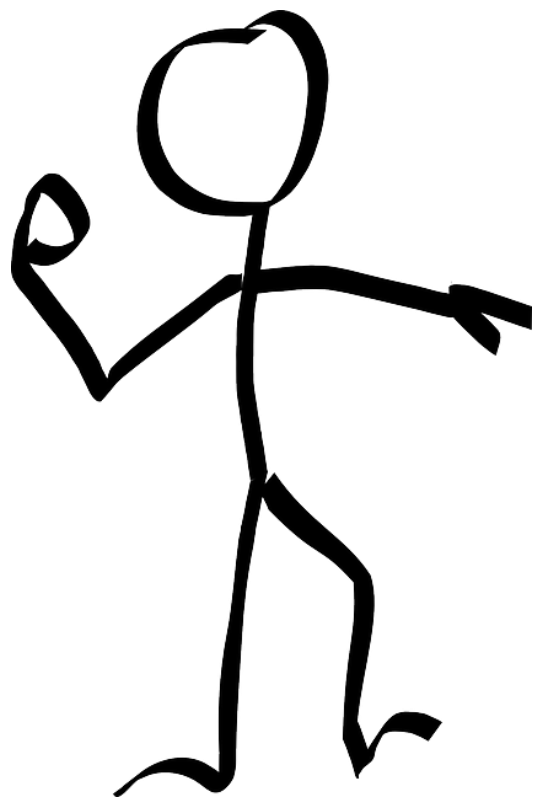




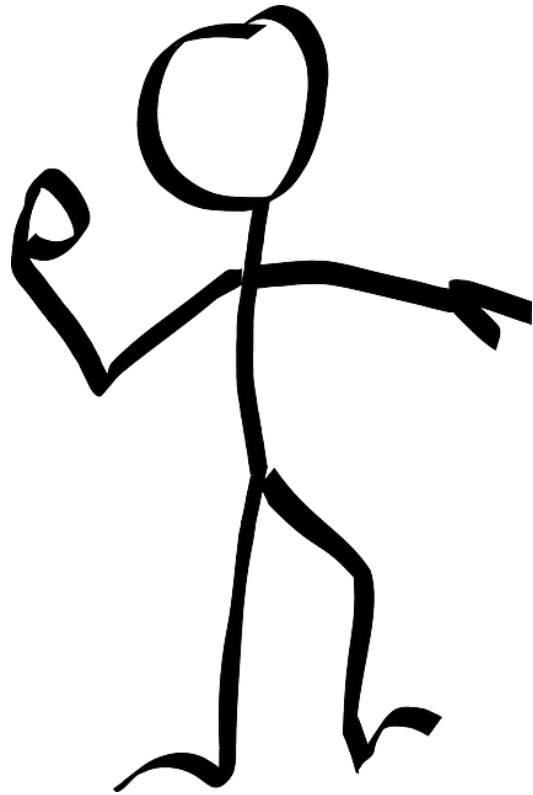
This is Andy.



Andy is creative.



Andy is a creative librarian.

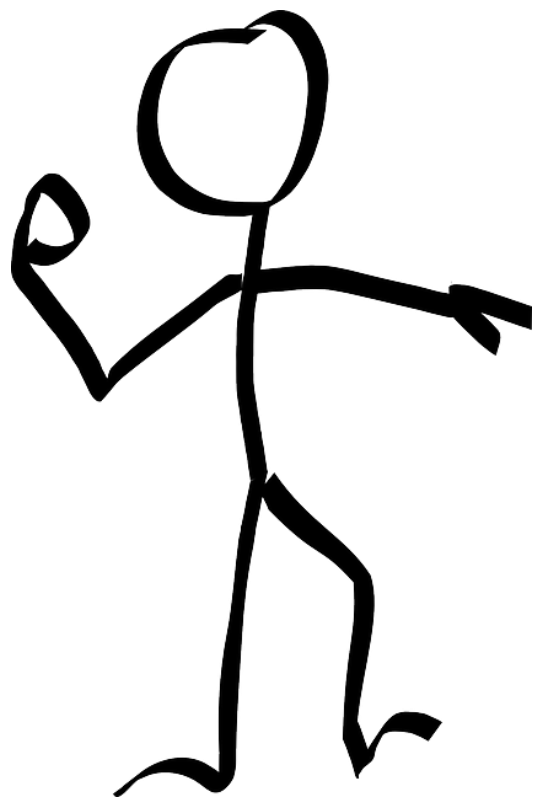


Andy is a creative librarian.

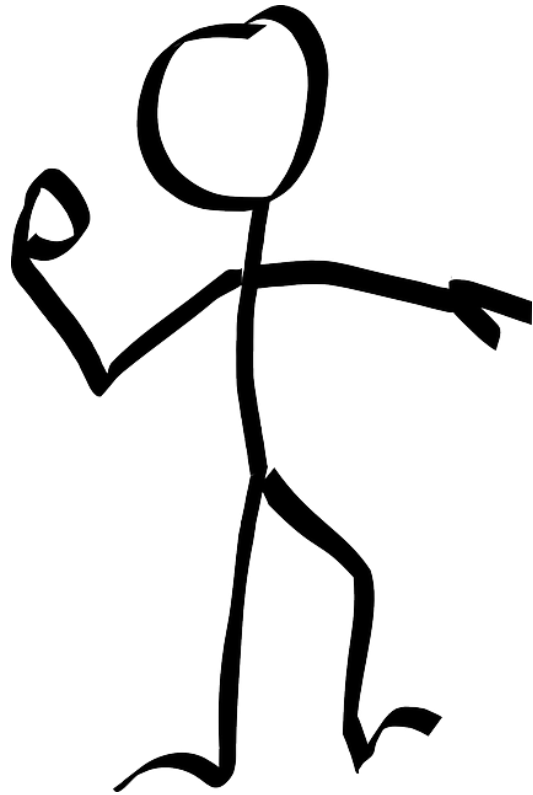
Innovative programs

Great solutions to problems

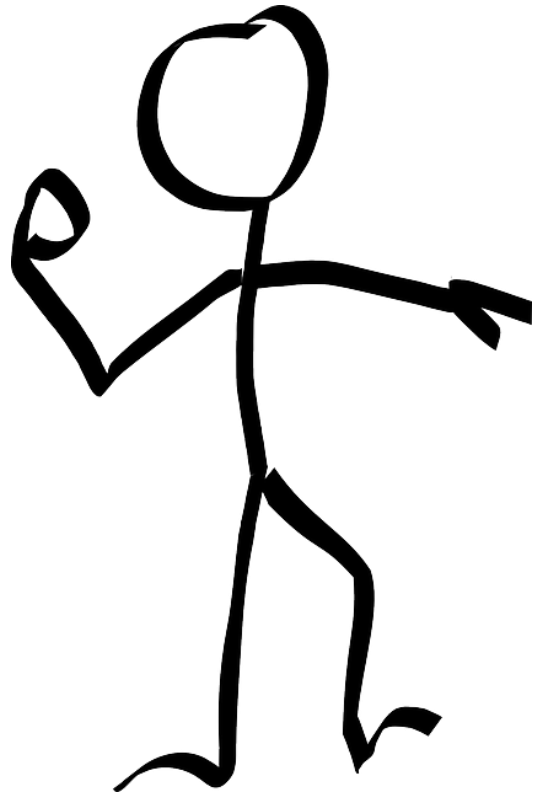
Creative displays



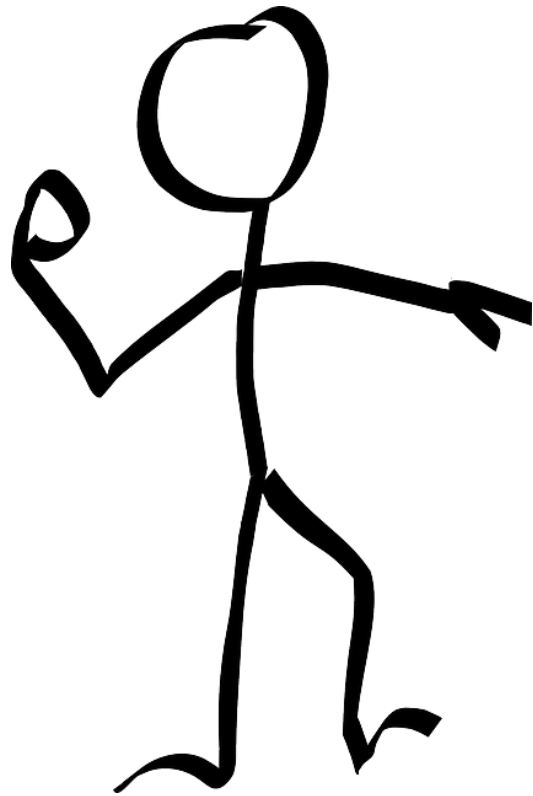
This is Taylor.



Taylor has great time management skills.



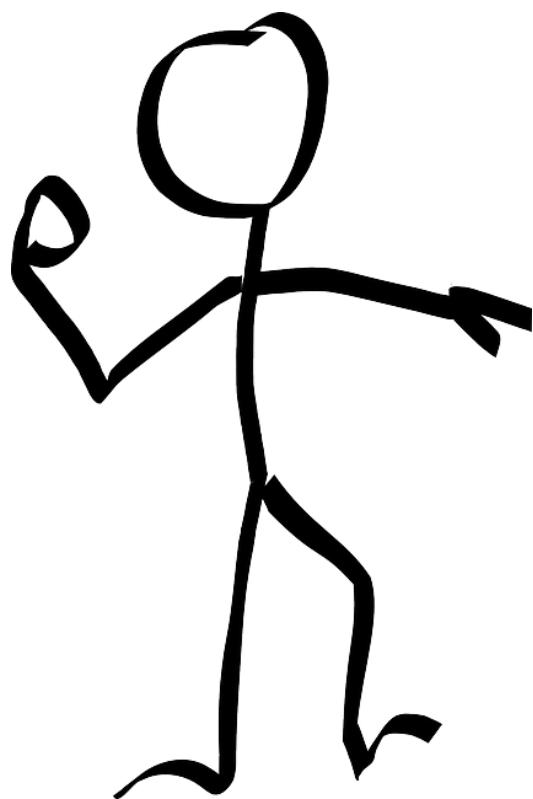
Taylor is great at  
managing work time  
at the library.

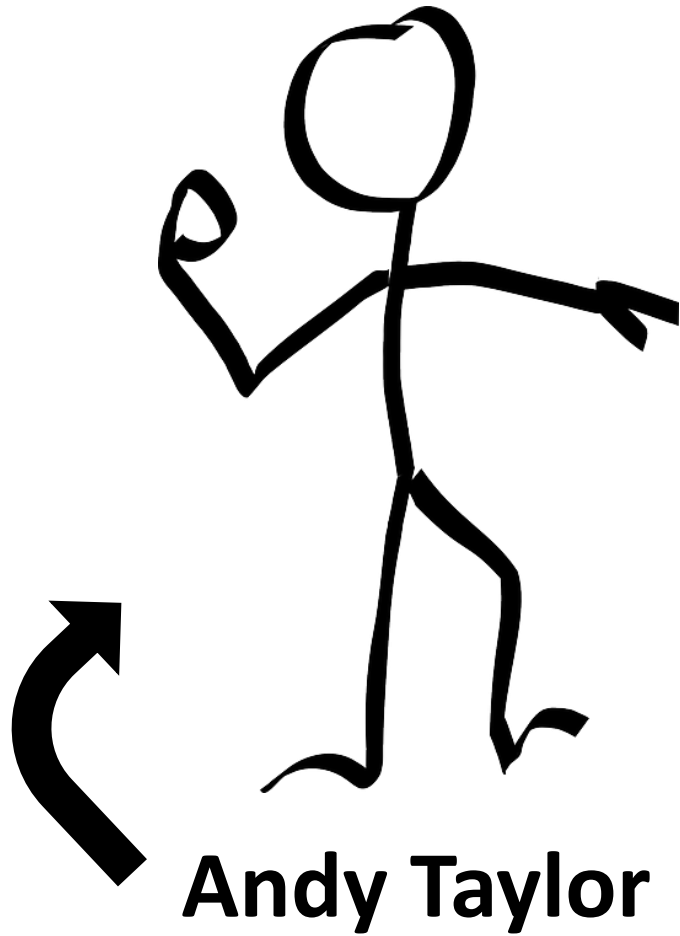


Taylor is great at  
managing work time  
at the library.

Gets things done.

Good follow-through.





Andy and Taylor are  
the same person!



*"Genius is one percent  
**inspiration** and 99 percent  
**perspiration."***

*Thomas Edison*



Idea + Implementation = **Innovation**

Creativity is **thinking up** new things.

Innovation is **doing** new things.

- services
- programming
- instruction
- collections
- facilities
- technologies
- collaboration between libraries, or  
between libraries and other types of  
institutions
- roles of library staff
- reaching out to and engaging library  
users and non-users

New  
Rejuvenated  
Remodeled  
Revamped  
Reworked  
Redefined

- services
- programming
- instruction
- collections
- facilities
- technologies
- collaboration between libraries, or  
between libraries and other types of  
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between libraries and other types of  
institutions
- roles of library staff
- reaching out to and engaging library  
users and non-users

**to better meet  
the needs of  
users.**



*"Library innovation is 5 percent  
**creativity** and 95 percent  
**time/task management."***



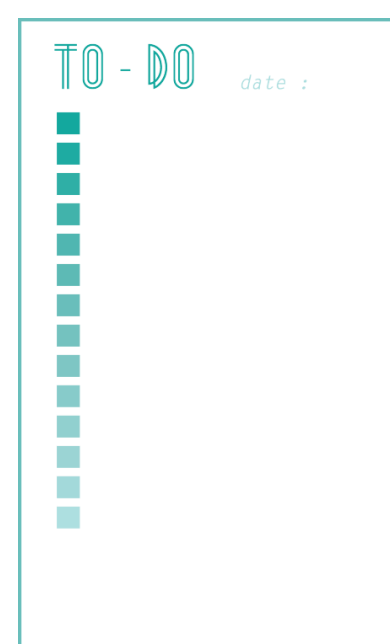
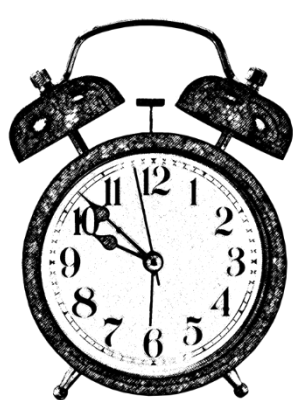
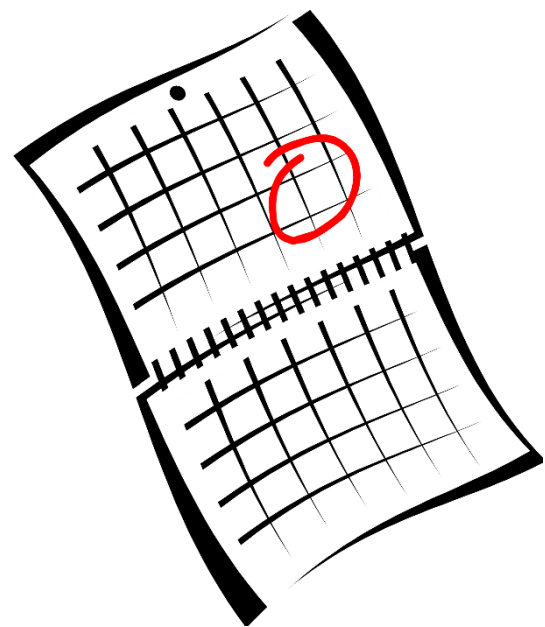
I'm just not creative!



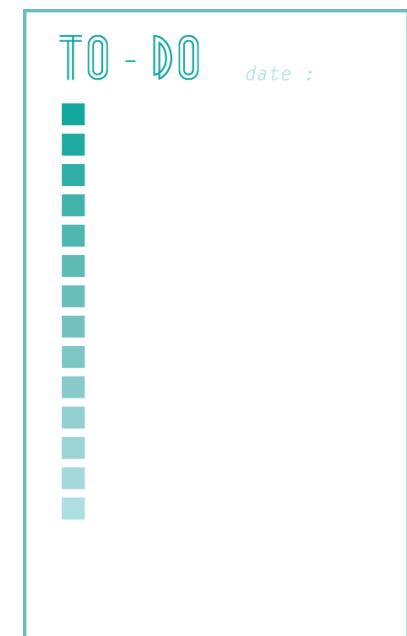
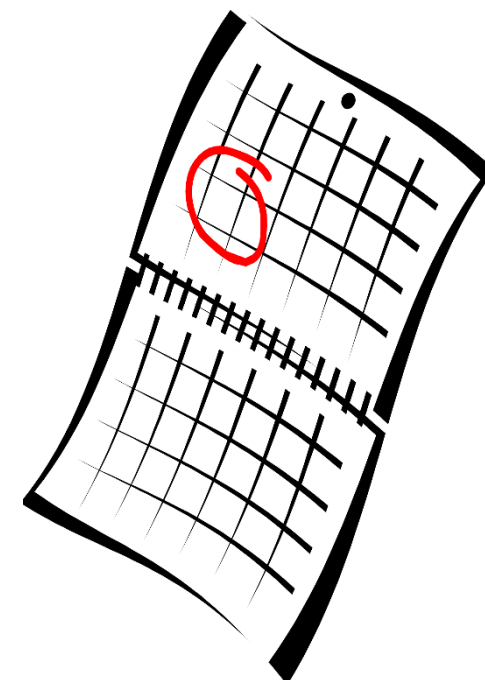
I'm just not good at  
time management!

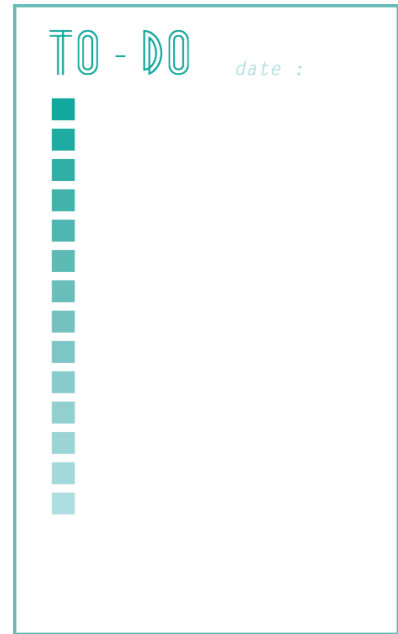
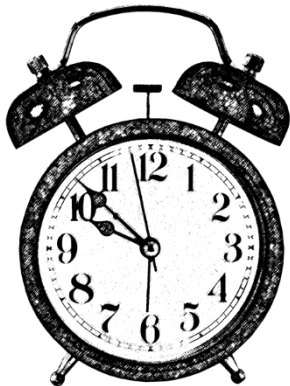
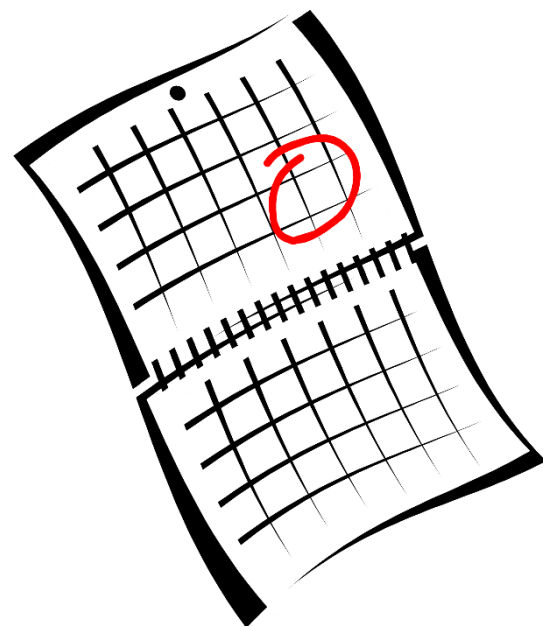


Good news! These are things  
that can be learned.

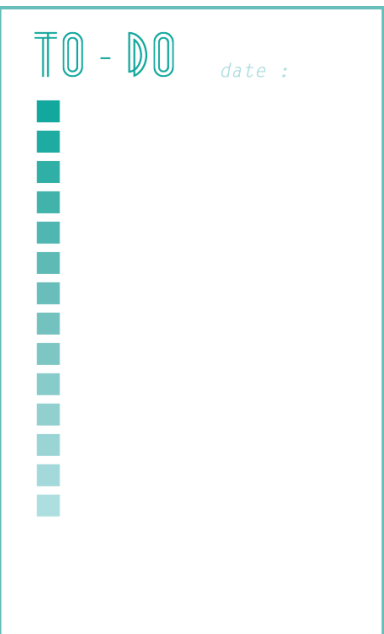
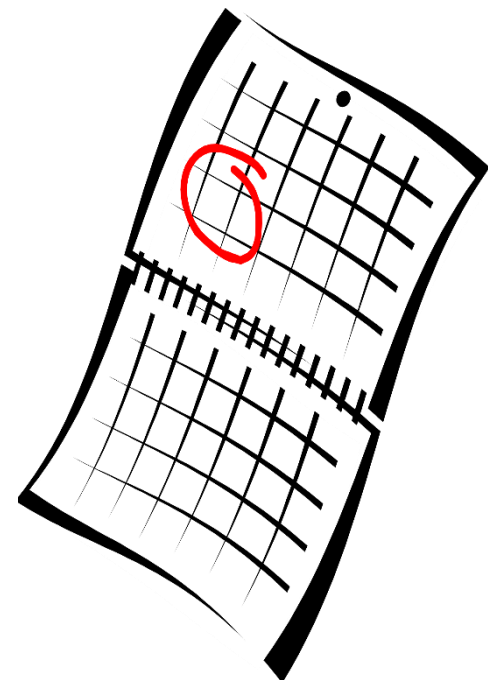
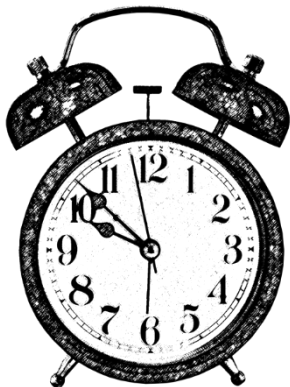


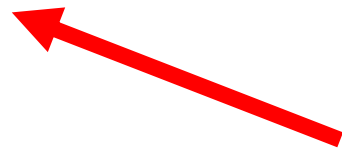
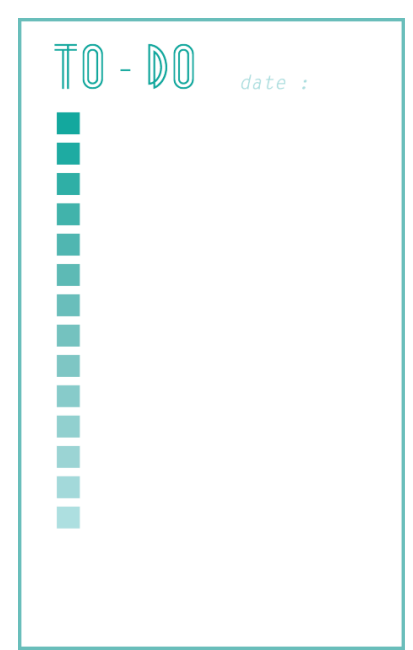
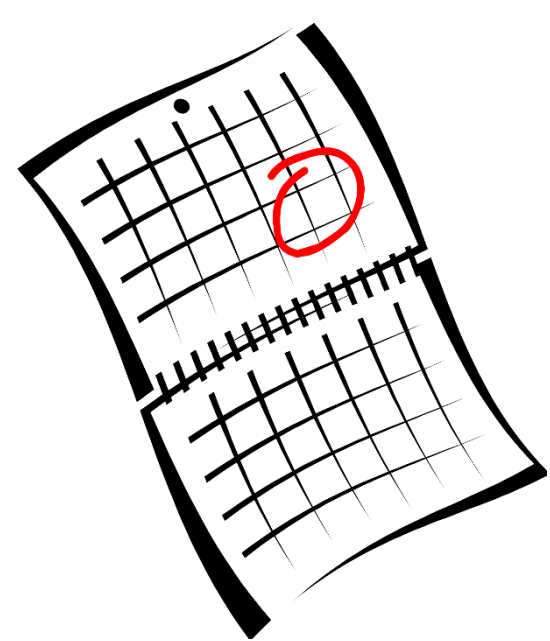
# 3 Basic Tools for **Time** and **Task** Management



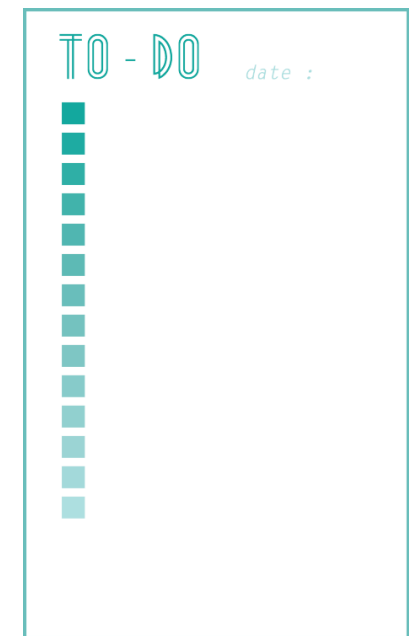
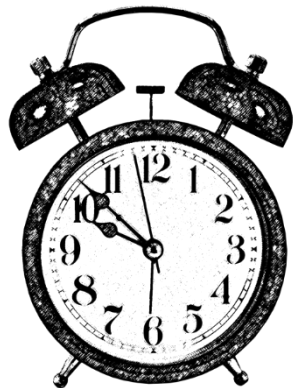
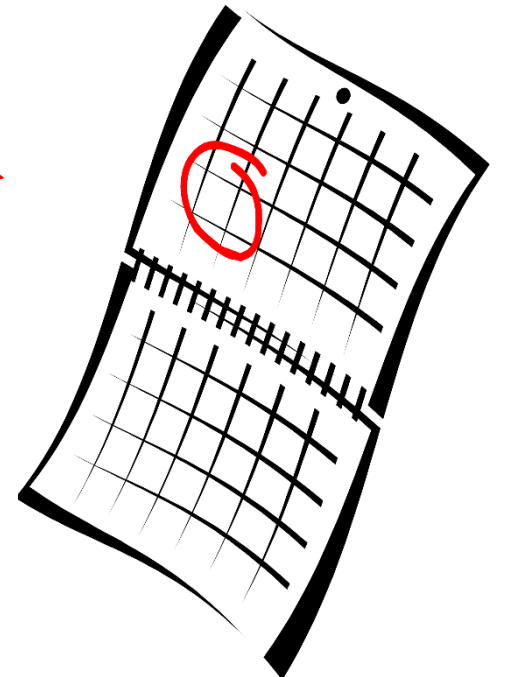


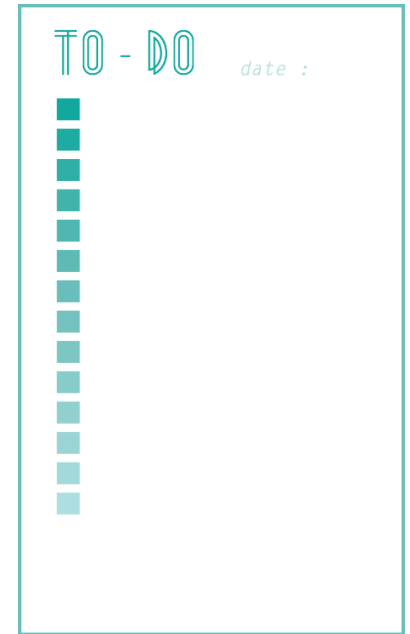
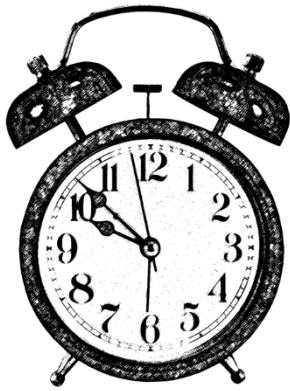
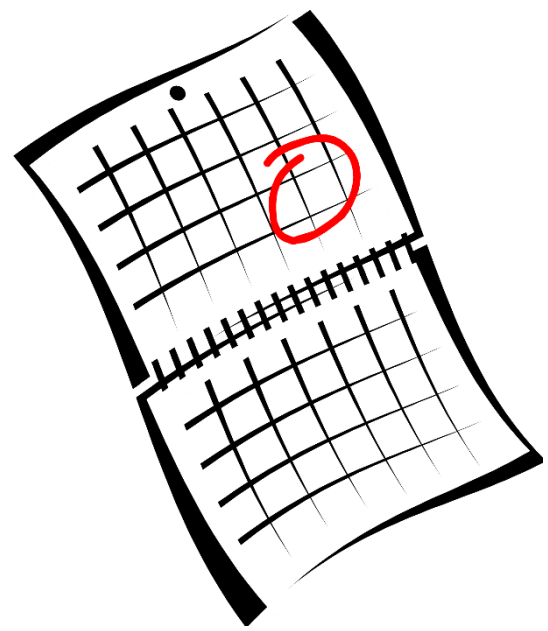
clocks



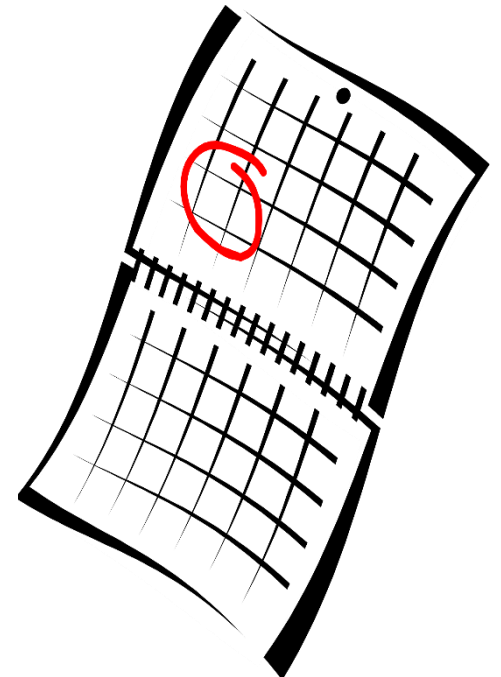
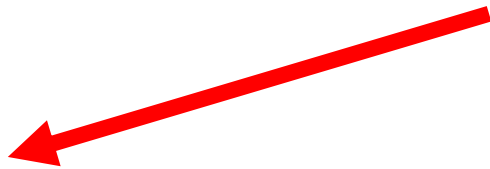
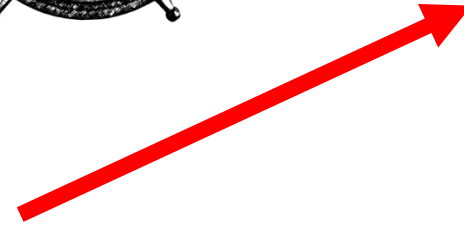


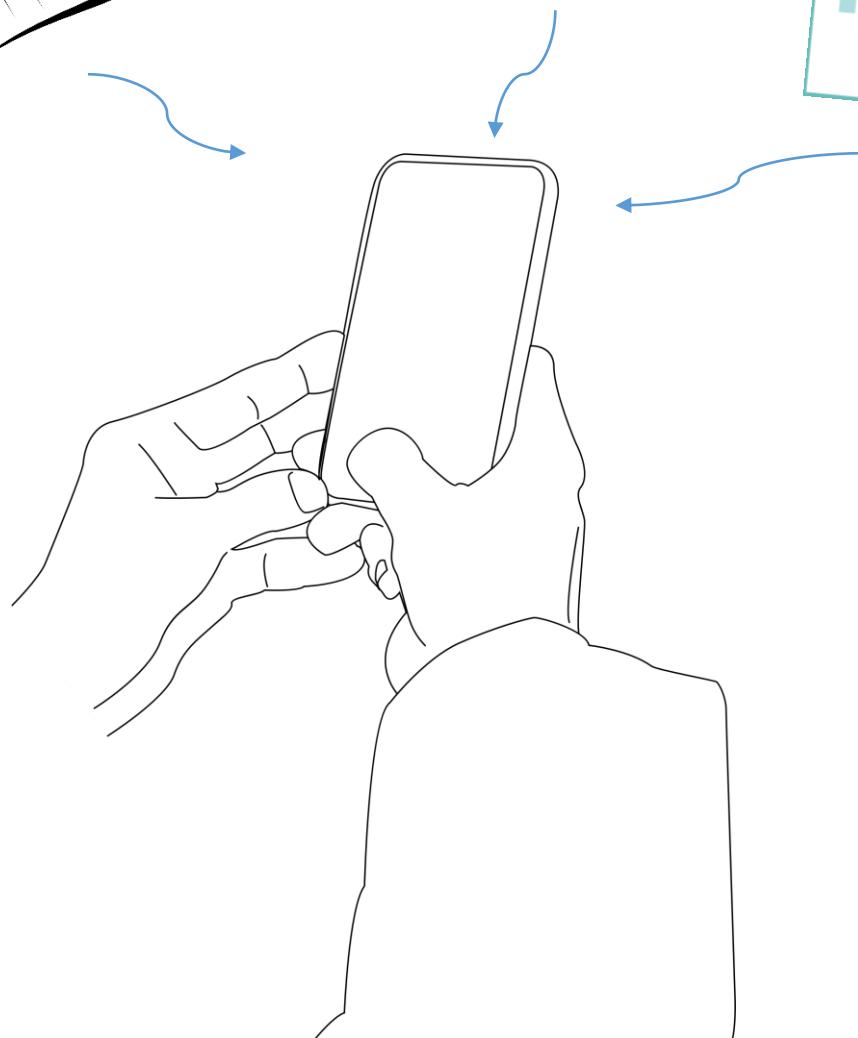
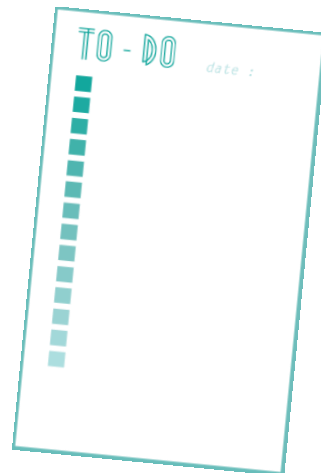
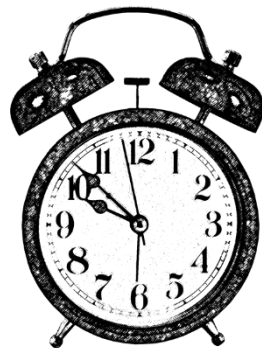
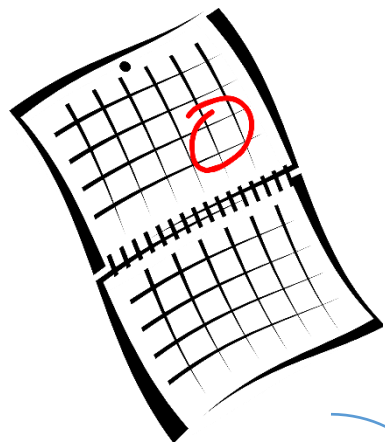
calendars

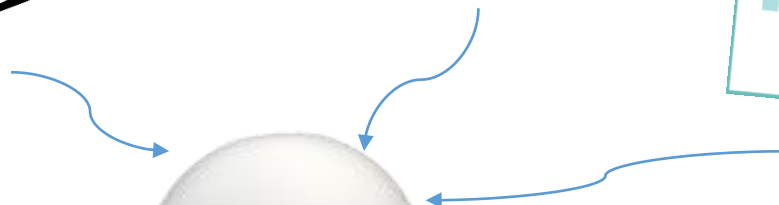
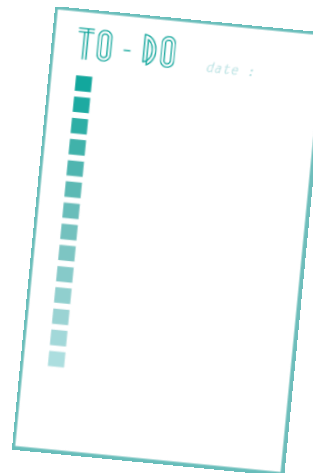
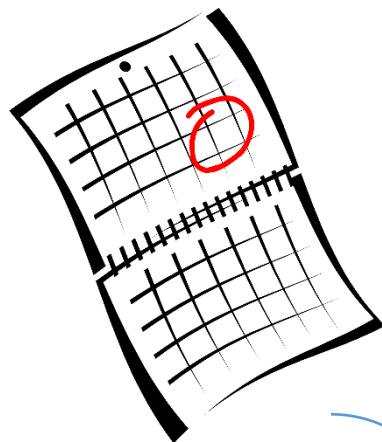


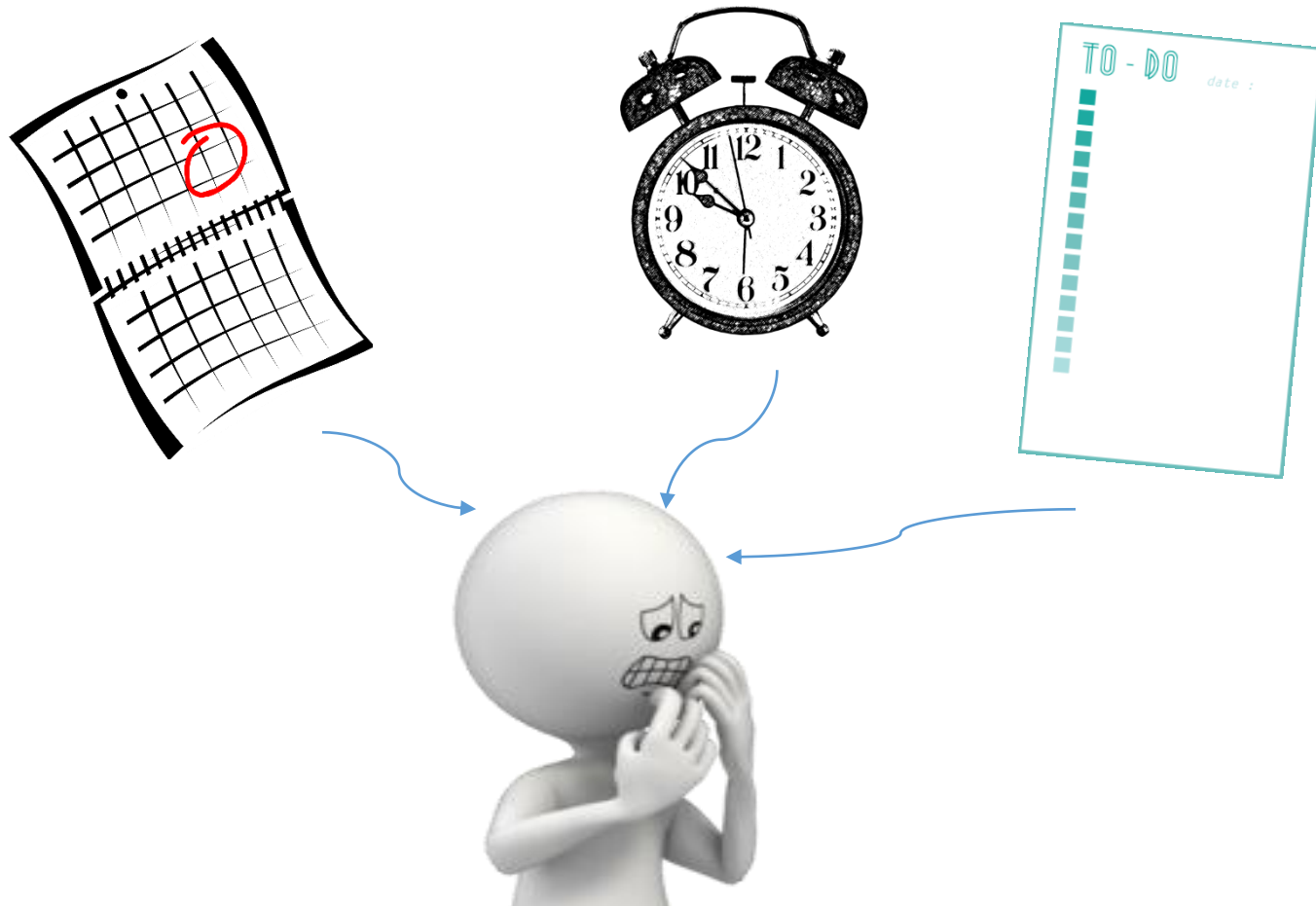


# to-do lists









- What tools do you use...?
- Do you merge professional and personal or keep separate?
- Do you use any shared calendars, to do lists, etc.?
- Do you feel on top of things...or a little overwhelmed... or very overwhelmed?

# Recipe For Success

## Ingredients:

1 Teaspoon of Ideas

1/2 Cup of Goodwill

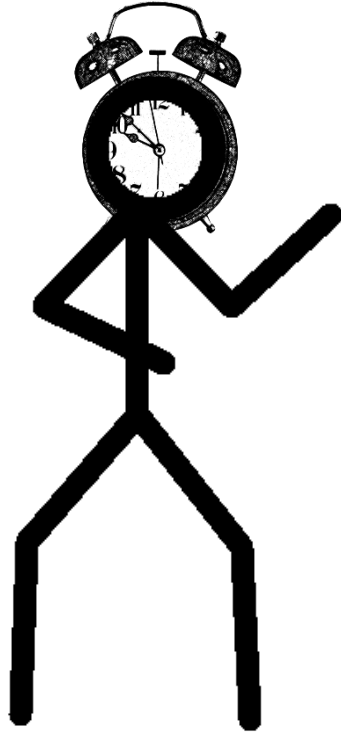


F I GB USA MEX

**ONE SIZE  
DOES NOT  
FIT ALL**

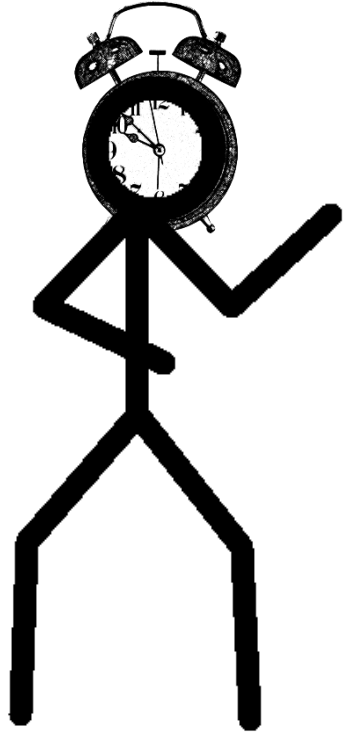


Von links bügeln/ Iron inside out/  
repasser sur l'envers /只熨熨反面



***“There’s just never enough time.”***

***“I wish I had time to...”***

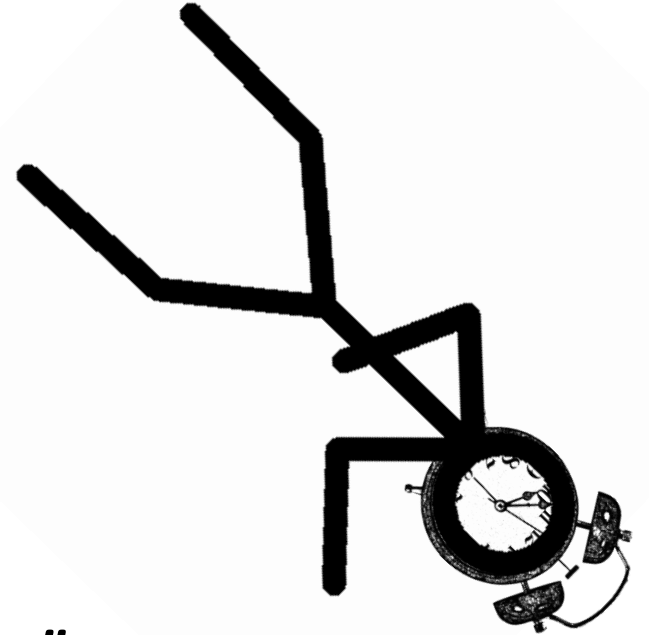


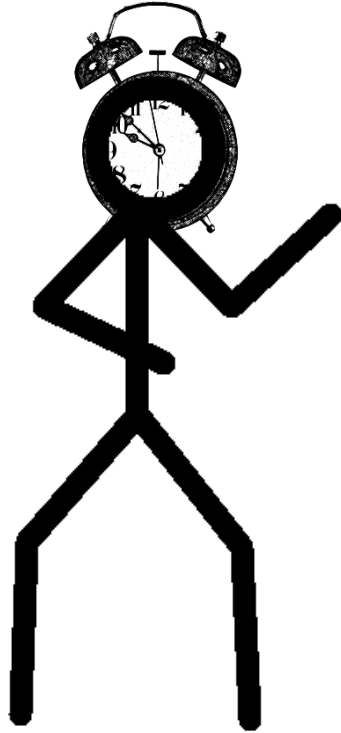
***"There's just never enough time."***

***"I wish I had time to..."***

***"I'm running late. "***

***"I'm in a hurry today."***





***“There’s just never enough time.”***

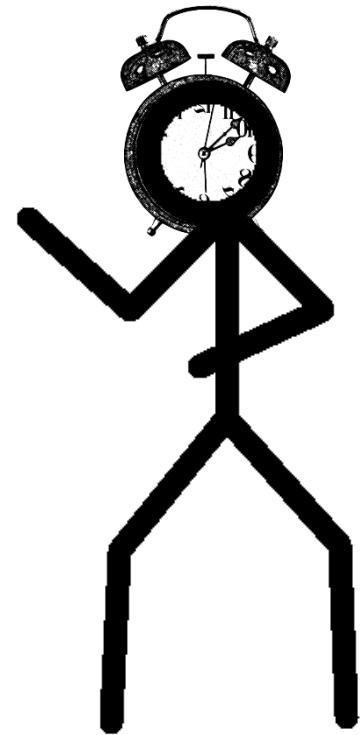
***“I wish I had time to...”***

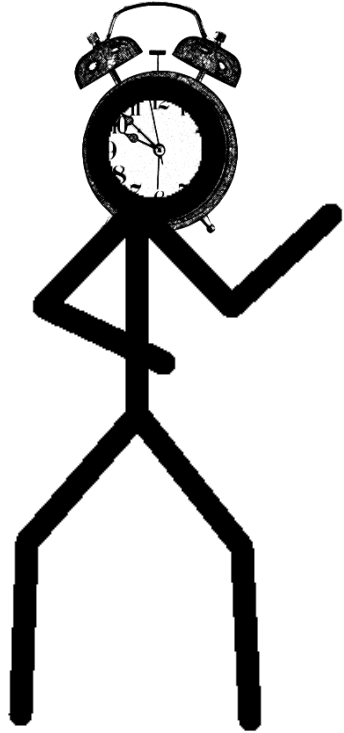
***“I’m running late. ”***

***“Is it Friday yet?”***

***“I need a vacation!”***

***“I’m in a hurry today.”***





*"There's just never enough time."*

*"I wish I had time to..."*

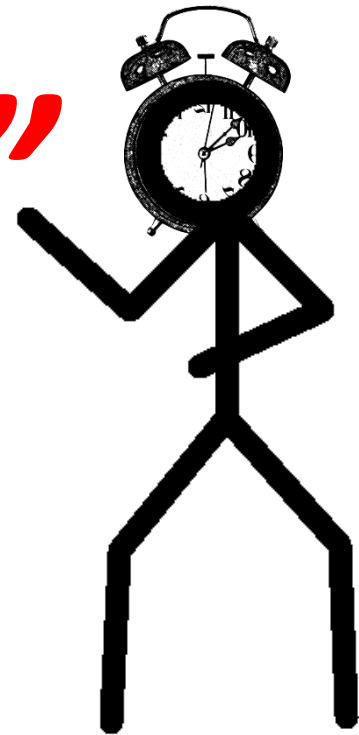
*"I'm in a hurry today."*

*"I'm running late. "*

***"I'm so busy!"***

*"Is it Friday yet?"*

*"I need a vacation!"*



**How do you feel about your work-life balance - that is your ability to have enough time for "work" (your job/career) and "lifestyle" (health, pleasure, leisure, family time)?**

Too much  
"work" time ...

Too much  
"life" time ...

A good  
work--life...

**How do you feel about your work-life balance - that is your ability to have enough time for "work" (your job/career) and "lifestyle" (health, pleasure, leisure, family time)?**

Too much "work" time ...	<b>43%</b>
Too much "life" time ...	<b>1%</b>
A good work-life...	<b>50%</b>



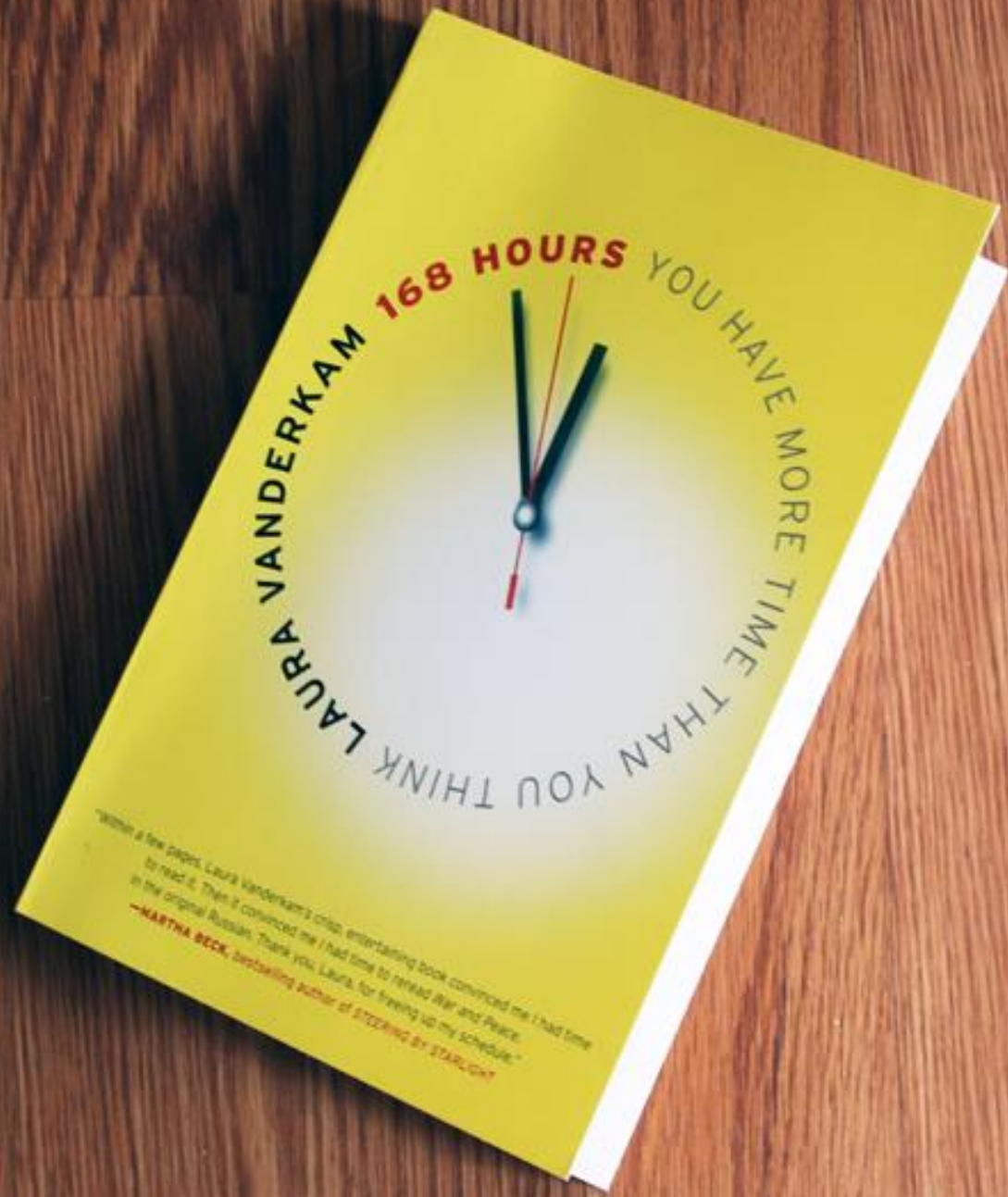
**Tasks**



**Priorities**

How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$



How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$


**Time Management Worksheet**

<b>Time</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				

How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$

Time Management Worksheet				
Time	Sunday	Monday	Tuesday	Wednesday
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				



How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$

**Time Management Worksheet**

Time	Sunday	Monday	Tuesday	Wednesday
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
3:00				
4:00				
5:00				
6:00				

 **RescueTime**

<https://www.rescuetime.com/>

How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$

**Time Management Worksheet**

Time	Sunday	Monday	Tuesday	Wednesday
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				

**Tasks, Energy  
Level, Focus...**

How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$

Time Management Worksheet				
Time	Sunday	Monday	Tuesday	Wednesday
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				

How will you  
spend your 168  
hours?

$$24 \times 7 = 168$$

Time Management Worksheet				
Time	Sunday	Monday	Tuesday	Wednesday
7:00				
8:00				
9:00				
10:00				
11:00				
12:00				
1:00				
2:00				
3:00				
4:00				
5:00				
6:00				

Most productive time of day?

Most creative time of day?





<http://pomodorotechnique.com>



**Priorities**



**Priorities**

*“I don’t have time for that.”*



## Priorities

*“I don’t ~~have~~ time for that.”*

*“That’s not a priority right now.”*



**FIND  
YOUR  
PURPOSE**

---

How do you feel  
when you have  
**too much time**  
on your hands?

How do you feel  
when you have  
**too much time**  
on your hands?





**Pressure**

**Pressure**



On your game



Your groove

**One a scale of 1 (not a challenge) to 6  
(extremely challenging), please rate how  
much each of these is a challenge for you  
and your effective management of time and  
tasks:**

Procrastination

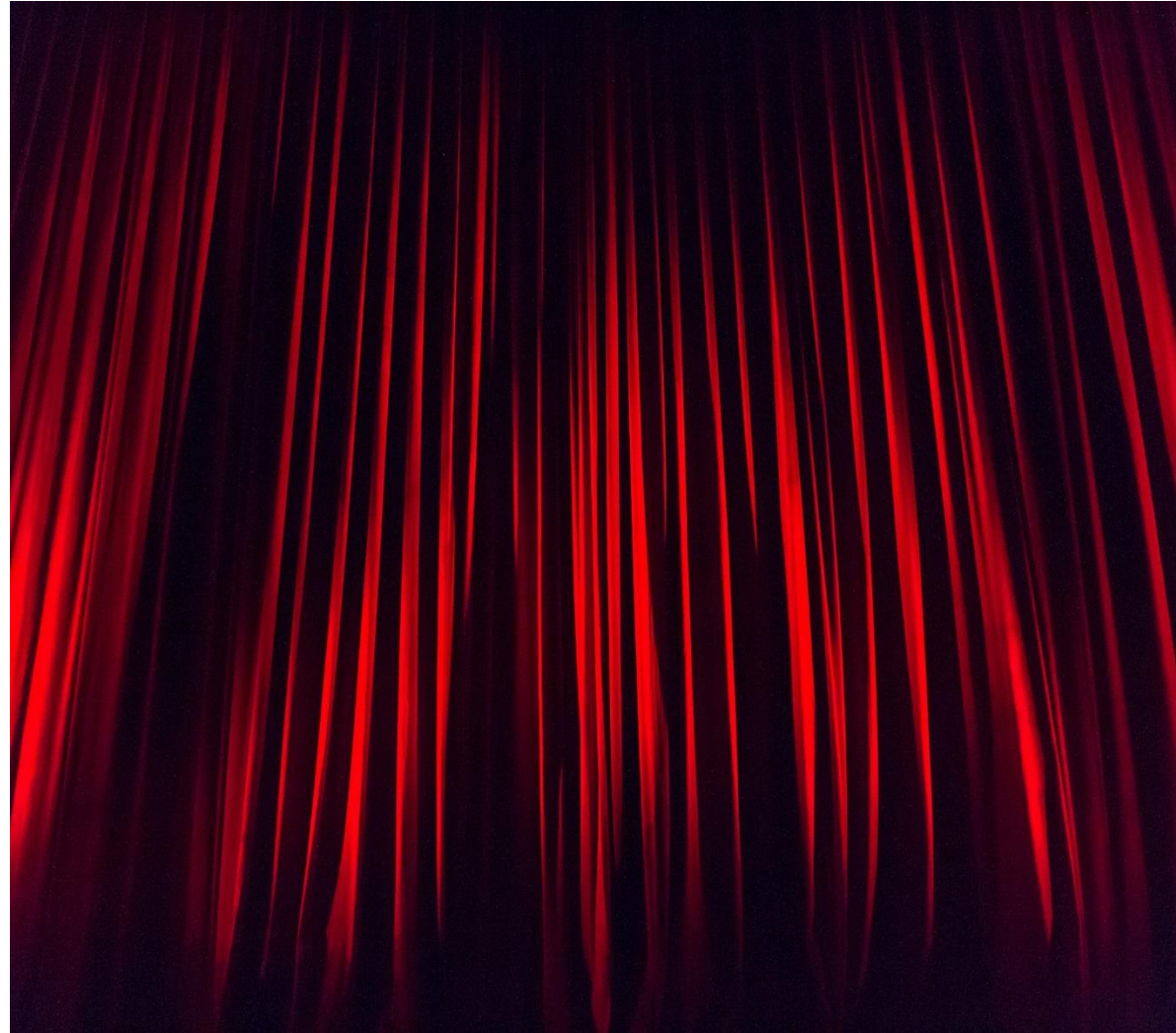
Perfectionism

Distractions

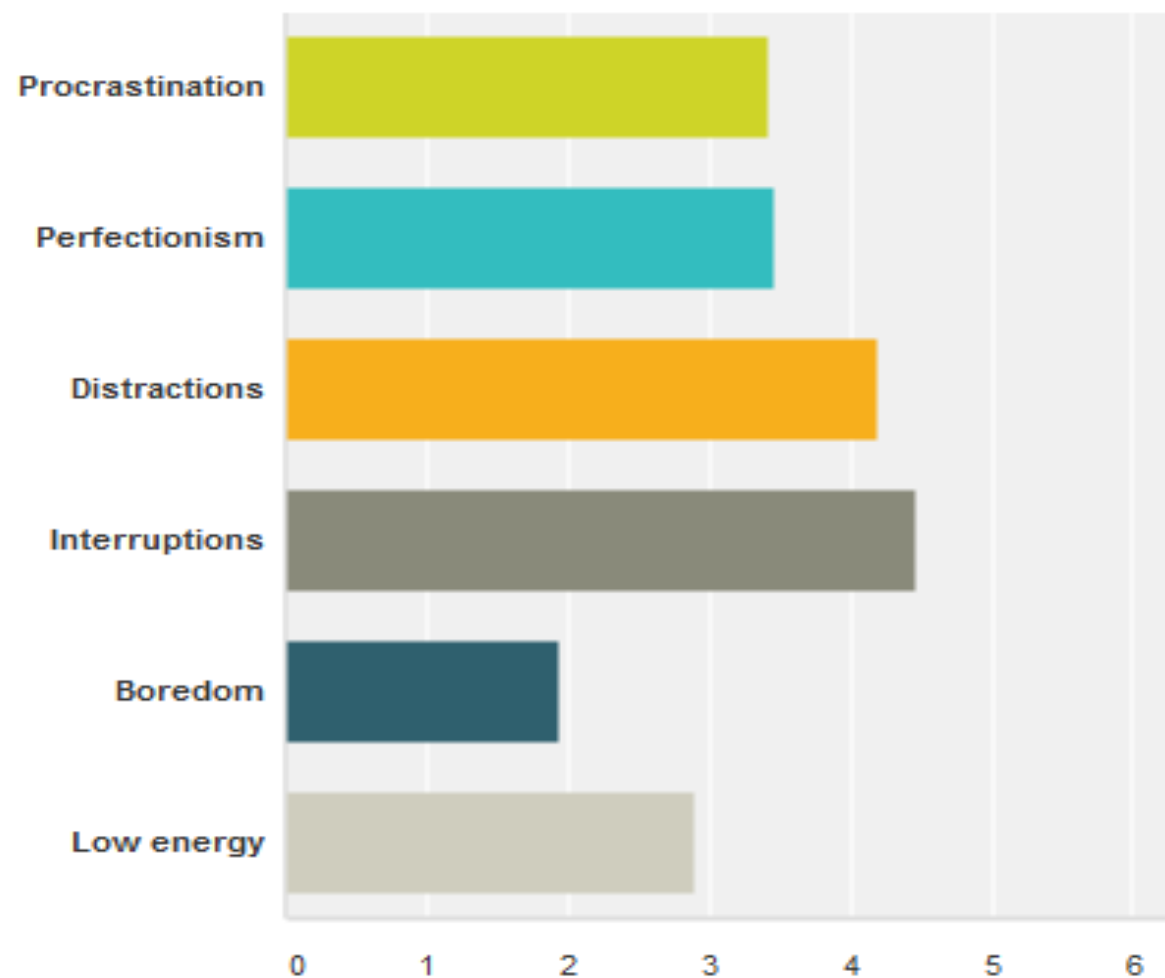
Interruptions

Boredom

Low energy



**One a scale of 1 (not a challenge) to 6 (extremely challenging), please rate how much each of these is a challenge for you and your effective management of time and tasks:**



**Distraction:** a thing that prevents someone from giving full attention to something else

**Interruption:** an act or sound that interrupts someone or something

facebook

**Distraction:** a thing that prevents someone from giving full attention to something else



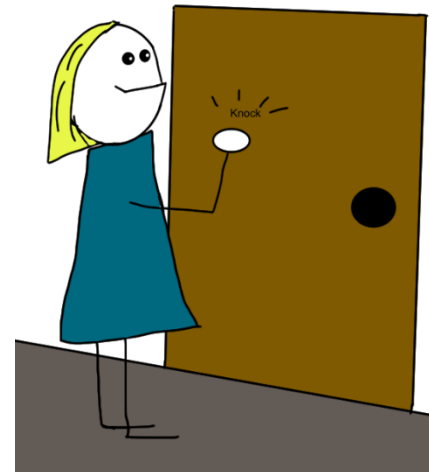
**Interruption:** an act or sound that interrupts someone or something

facebook

**Distraction:** a thing that prevents someone from giving full attention to something else

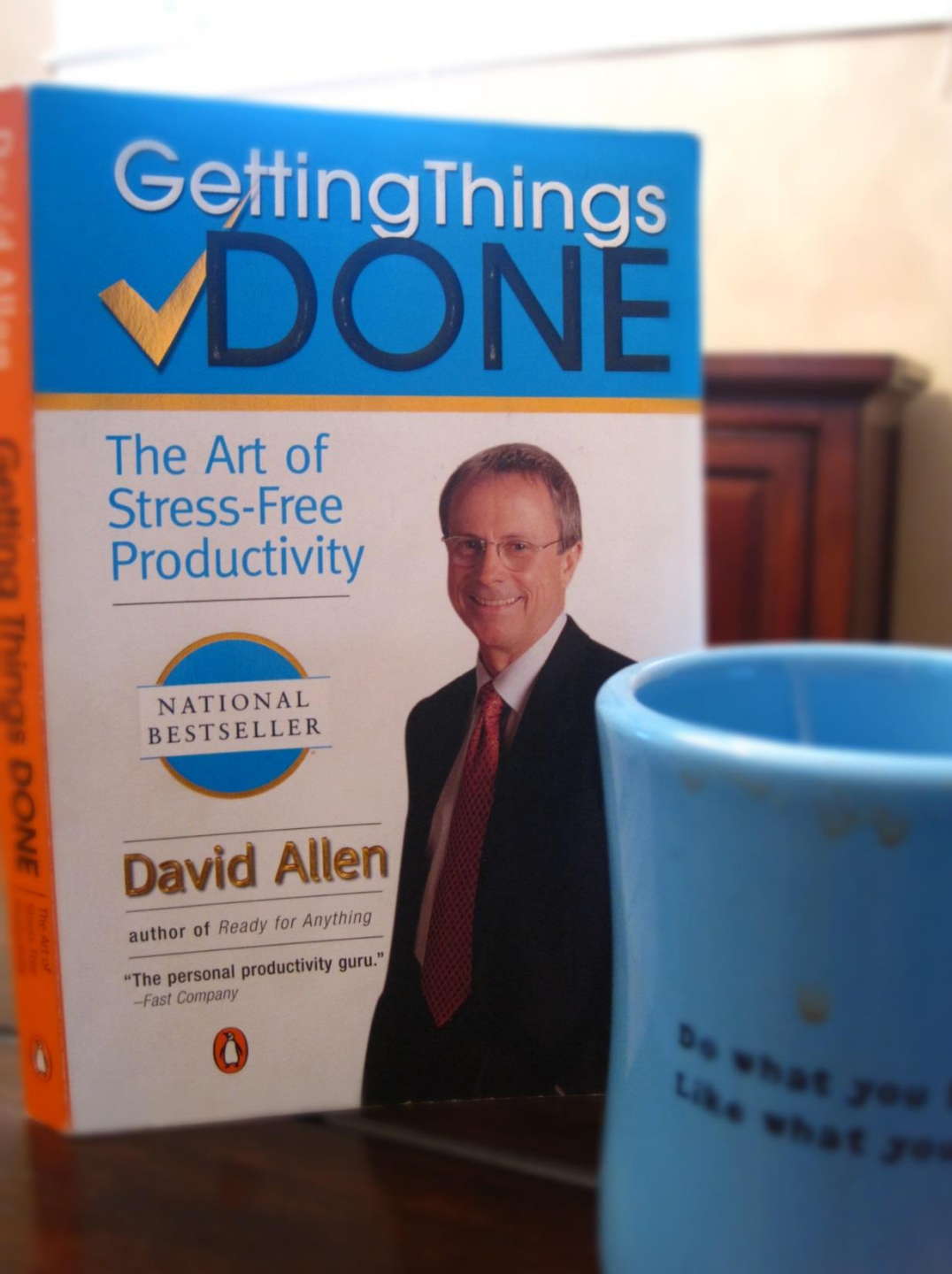


**Interruption:** an act or sound that interrupts someone or something



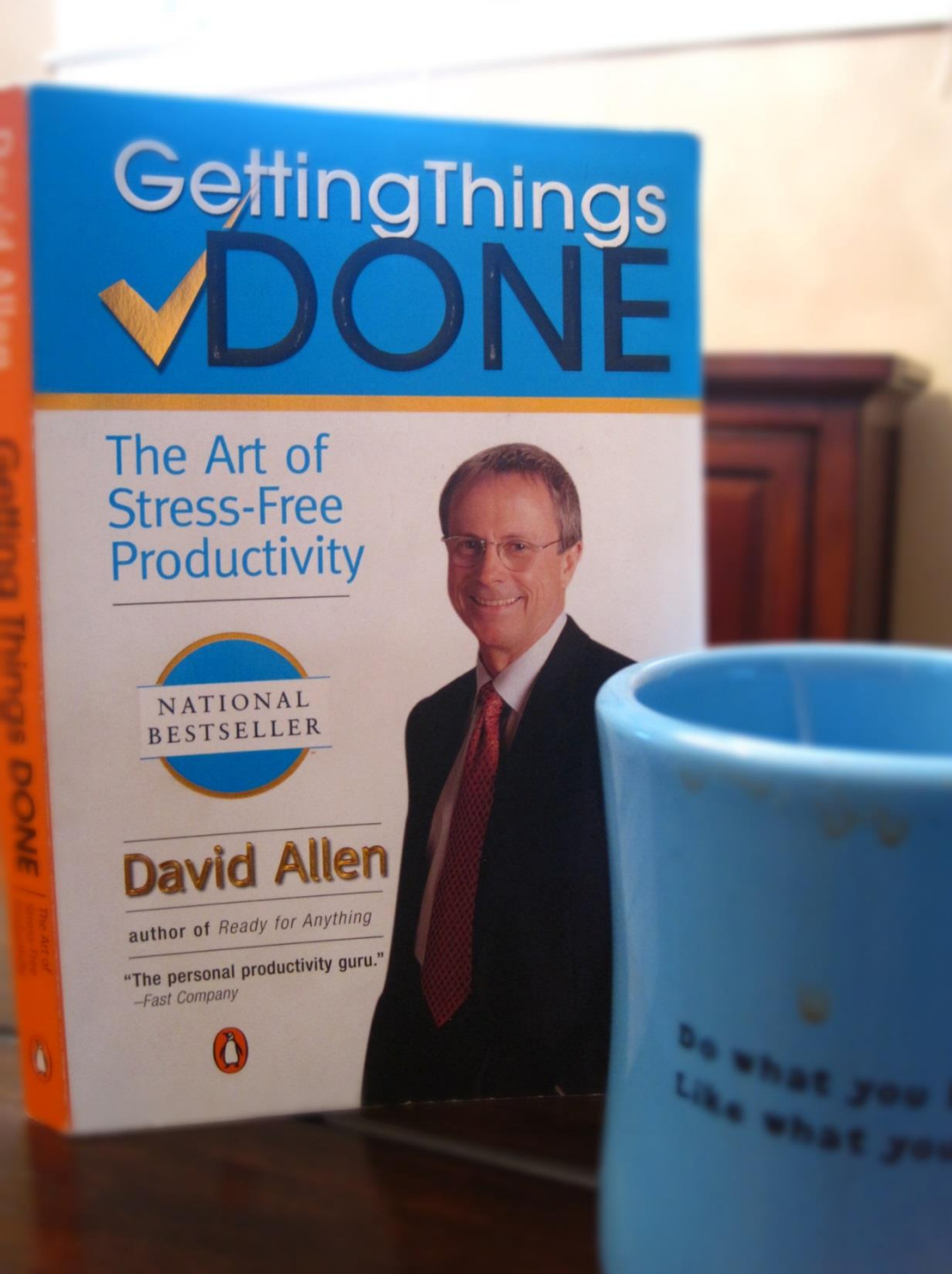
**Goal** when learning about time and task management?

- Feel less **stressed**
- Feel more **effective**



Do you want to  
be more  
productive?

A system to help you GTD



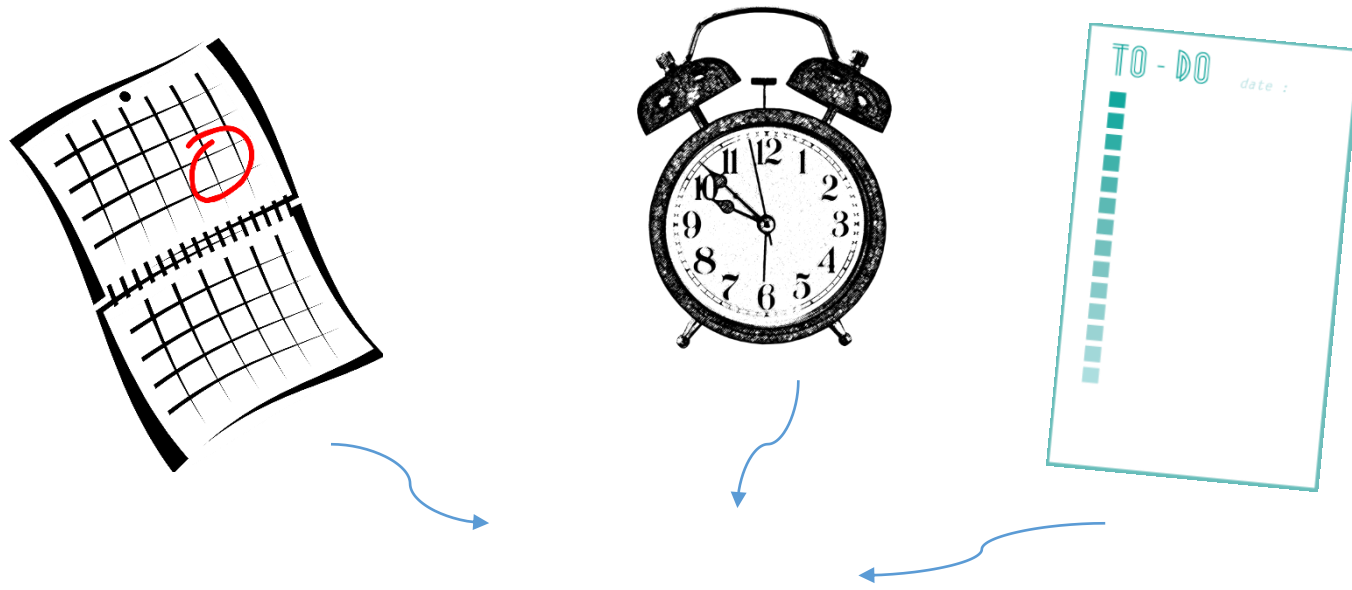
Do you want to  
be more  
productive?

**Clear out the unnecessary mental clutter caused by trying to keep track of your commitments in your head.**

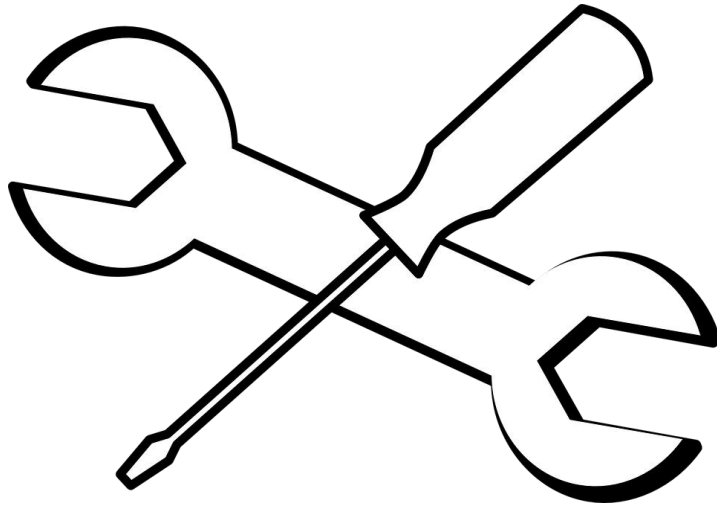
A system to help you GTD

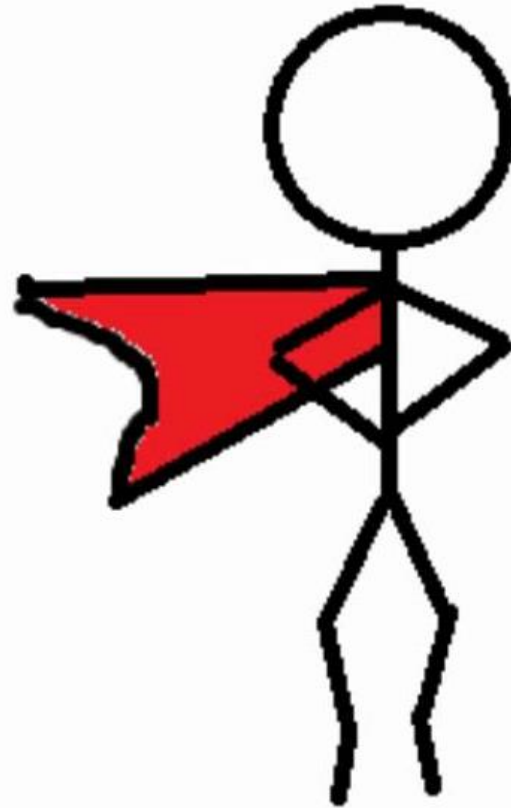
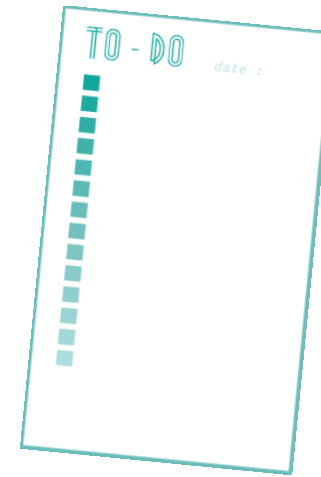
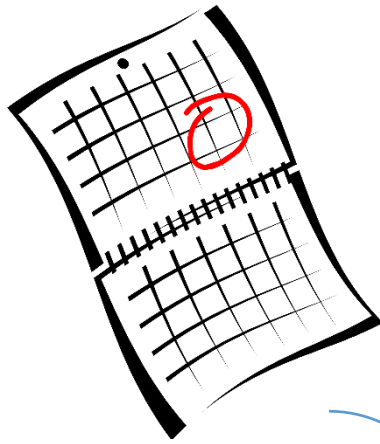
**Goal** when learning about time and task management?

- Feel less **stressed**
- Feel more **effective**
- Be more **innovative**




# Innovation





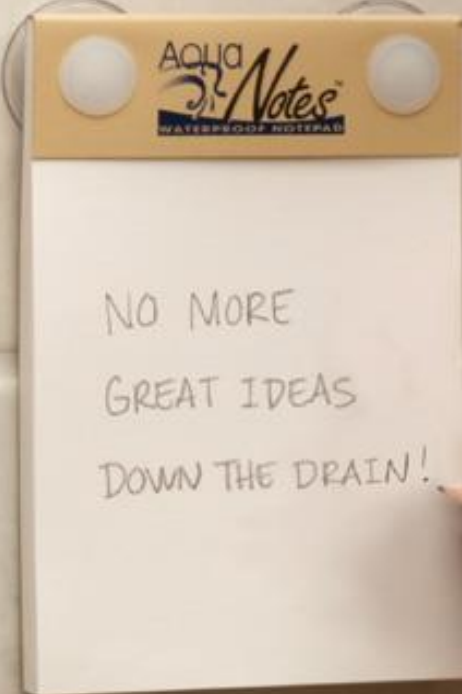
How can I wield my  
weapons of time/task  
management for  
innovation?



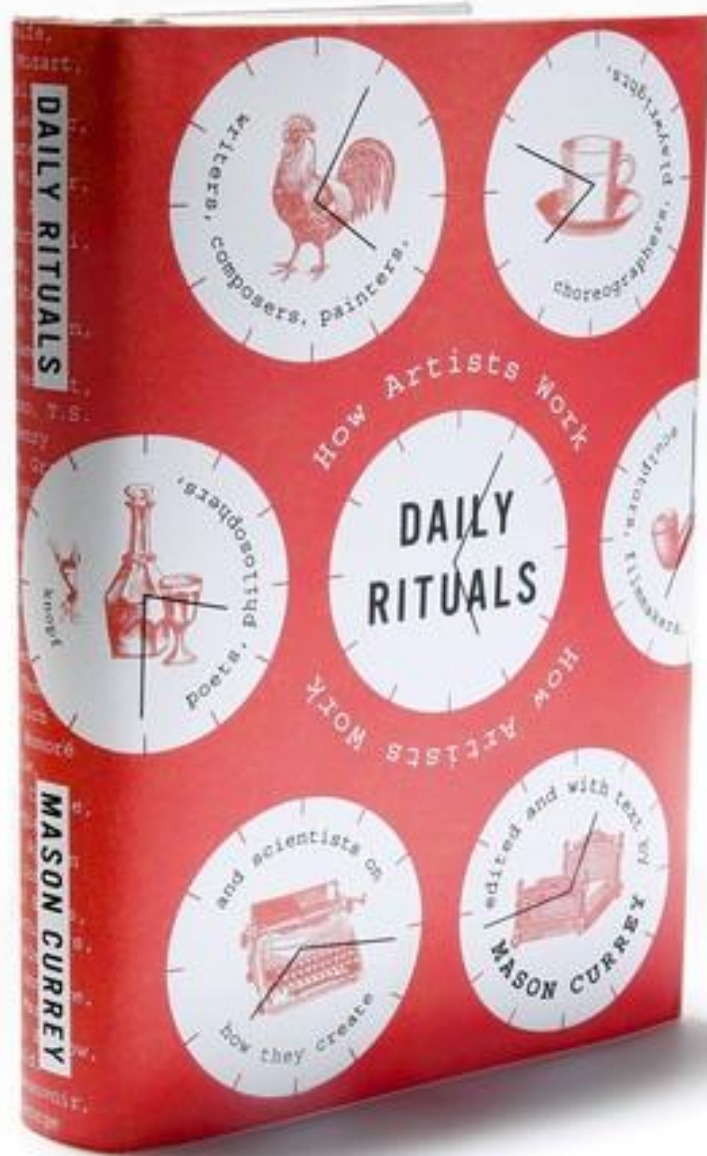
A photograph of a tabby cat with green eyes curled up in a white bathtub. The cat is looking towards the camera. Above the cat is a blue thought bubble with white text. The background consists of dark tiles on the left and light tiles on the right, with a shower head visible on the right side of the tub.

I do my best  
thinking in  
the shower....

I do my best  
thinking in  
the shower....



# What is your daily ritual?

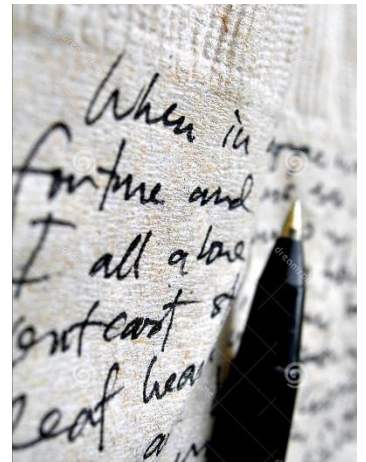


The daily routines of 161 famous people — including novelists, poets, playwrights, painters, philosophers, scientists, and mathematicians

*"I like things to be orderly... For seven years I ate at Bob's Big Boy. I would go at 2:30, after the lunch rush. I ate a chocolate shake and four, five, six, seven cups of coffee – with lots of sugar. And there's lots of sugar in that chocolate shake. It's a thick shake. In a silver goblet. I would get a rush from all this sugar, and I would get so many ideas! I would write them on these napkins. It was like I had a desk with paper. All I had to do was remember to bring my pen, but a waitress would give me one if I remembered to return it at the end of my stay. I got a lot of ideas at Bob's."*

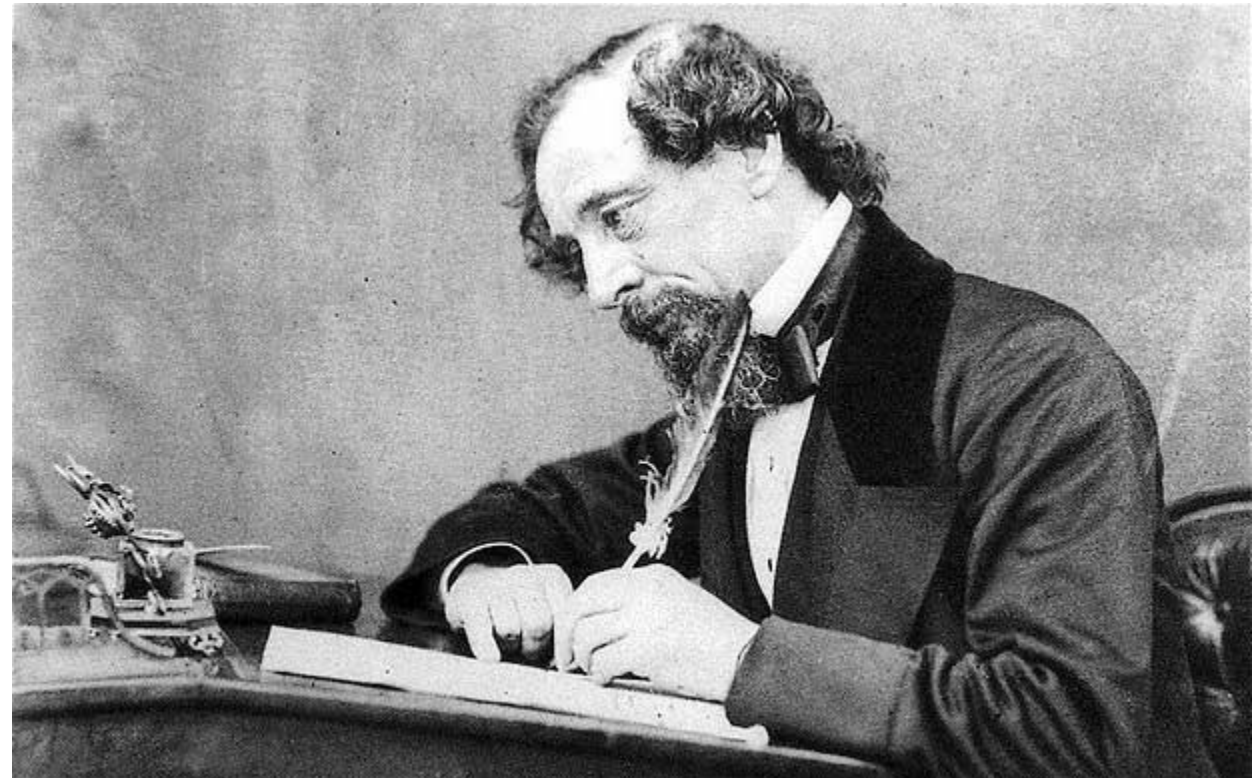


David Lynch



He rose at 7:00, had breakfast at 8:00, and was in his study by 9:00. He stayed there until 2:00, taking a brief break for lunch with his family.... On an ordinary day he could complete about two thousand words in this way, but during a flight of imagination he sometimes managed twice that amount. After lunch Dickens left his desk for a vigorous three-hour walk through the countryside or the streets of London, continuing to think of his story. He had dinner at 6:00 and then spent the evening with family and friends before going to bed at midnight.

***“No city clerk was ever more methodical or orderly than he...”***



**Charles Dickens**

*I get up about five... I get in my car and drive off to a hotel room: I can't write in my house, I take a hotel room and ask them to take everything off the walls so there's me, the Bible, Roget's Thesaurus and some good, dry sherry and I'm at work by 6:30. I write on the bed lying down – one elbow is darker than the other, really black from leaning on it – and I write in longhand on yellow pads. Once into it, all disbelief is suspended, it's beautiful...*

*After dinner I re-read what I've written... if April is the cruelest month, then eight o'clock at night is the cruelest hour because that's when I start to edit and all that pretty stuff I've written gets axed out.*



**Maya Angelou**

**Interruption:** an act or sound  
that interrupts someone or  
something



Not a bad  
thing...

**Interruption:** an act or sound  
that interrupts someone or  
something



But if you want to be creative...  
if that's a priority... then you  
need to be able to concentrate  
on that for a period of time.

**Interruption:** an act or sound  
that interrupts someone or  
something



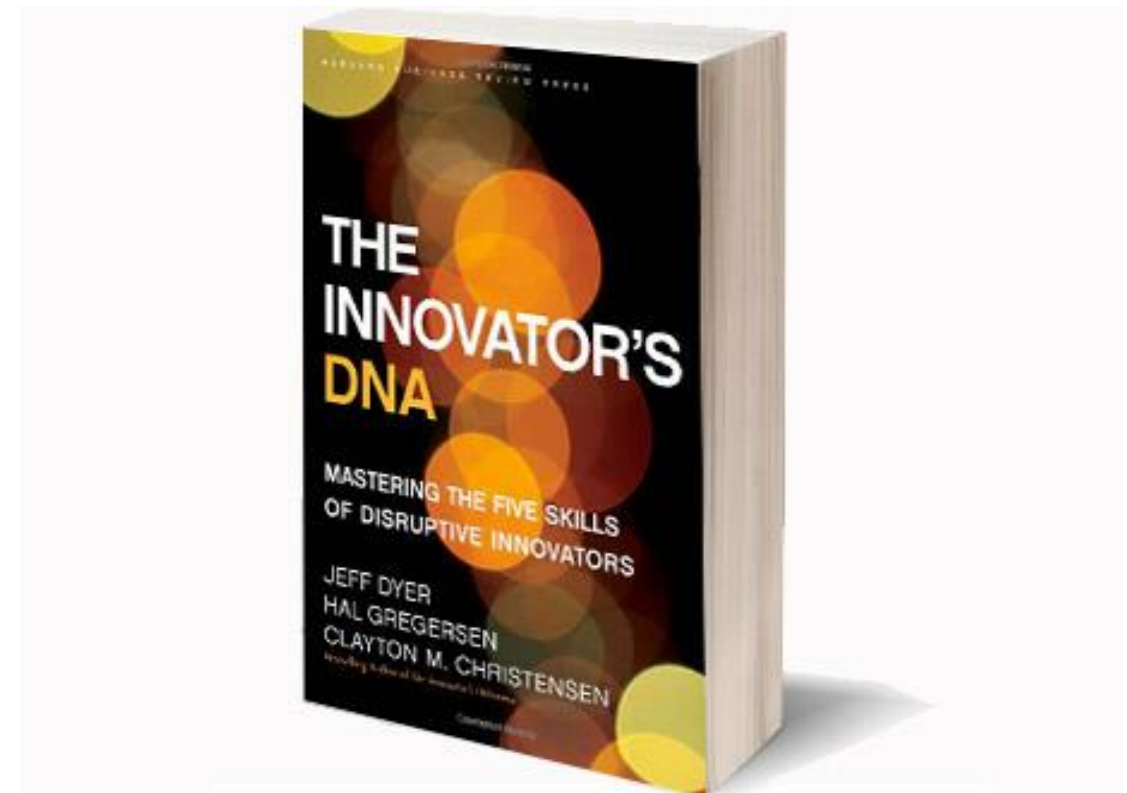
To be **creative**, individuals need to be:

- **actively engaged in focusing on the task or problem**
- **trying to think of new ways to do things**
- **trying to combine seemingly unrelated things to come up with new approaches or solutions**

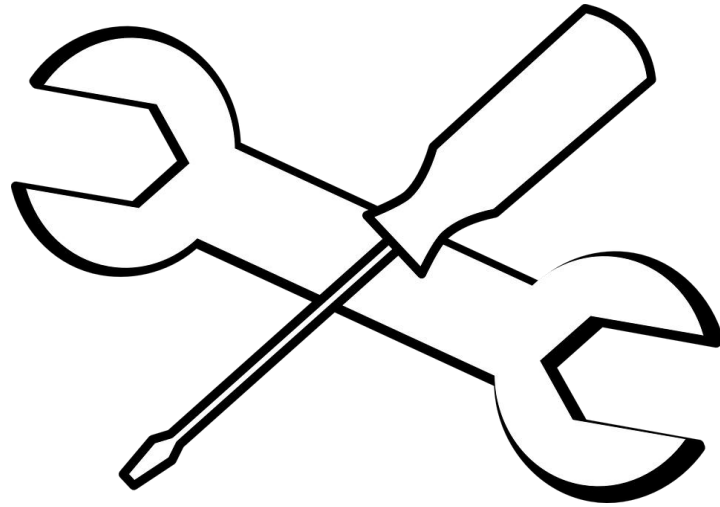
# 8 Things Innovators Do:

1. Observing... Noticing
2. **Focusing on a problem or task**
3. Questioning
4. **Trying to think of new ways to do things**
5. Combining seemingly disconnected things to come up with new approaches or solutions
6. **Experimenting**
7. Connecting
8. **Collaborating**

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# Innovation



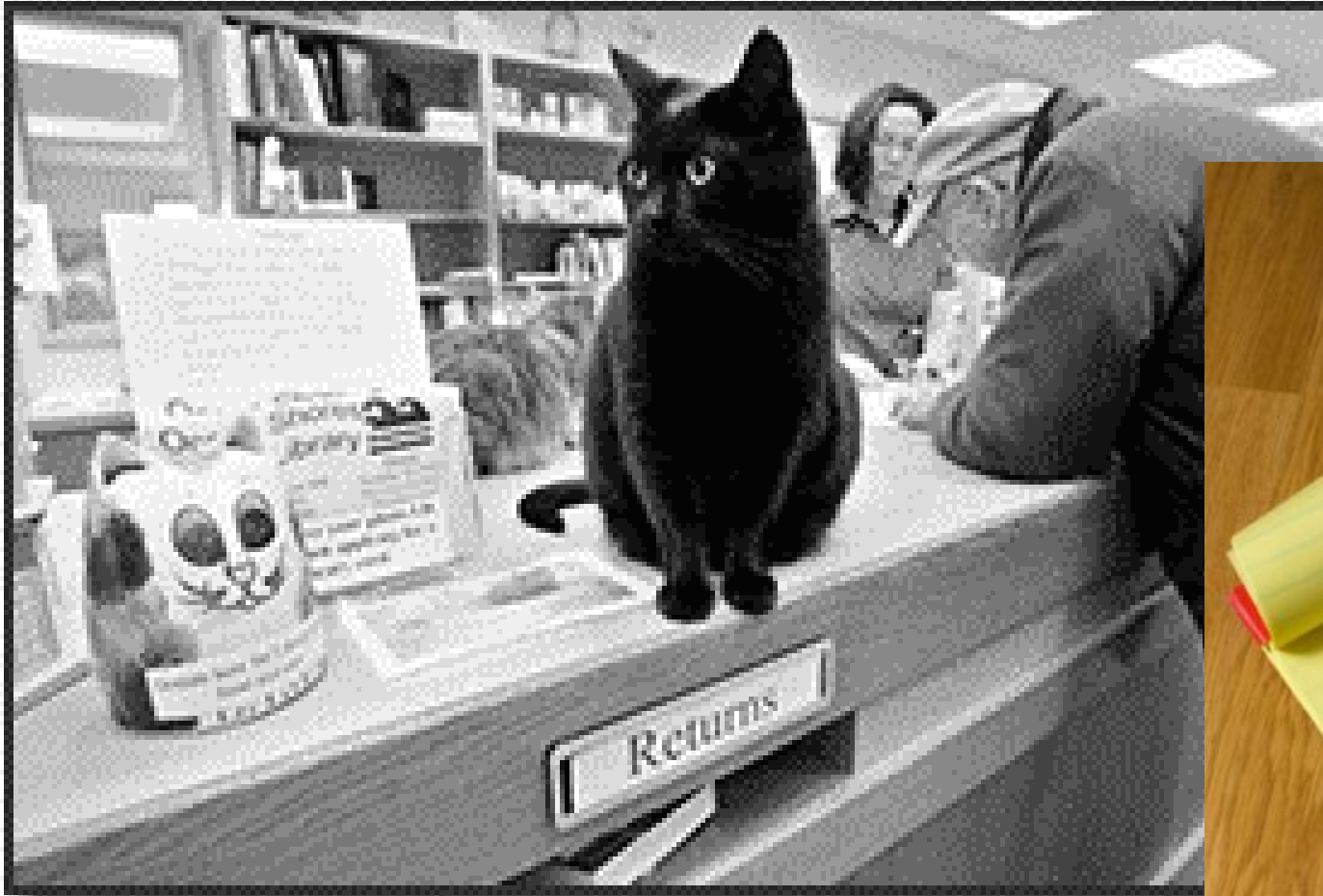
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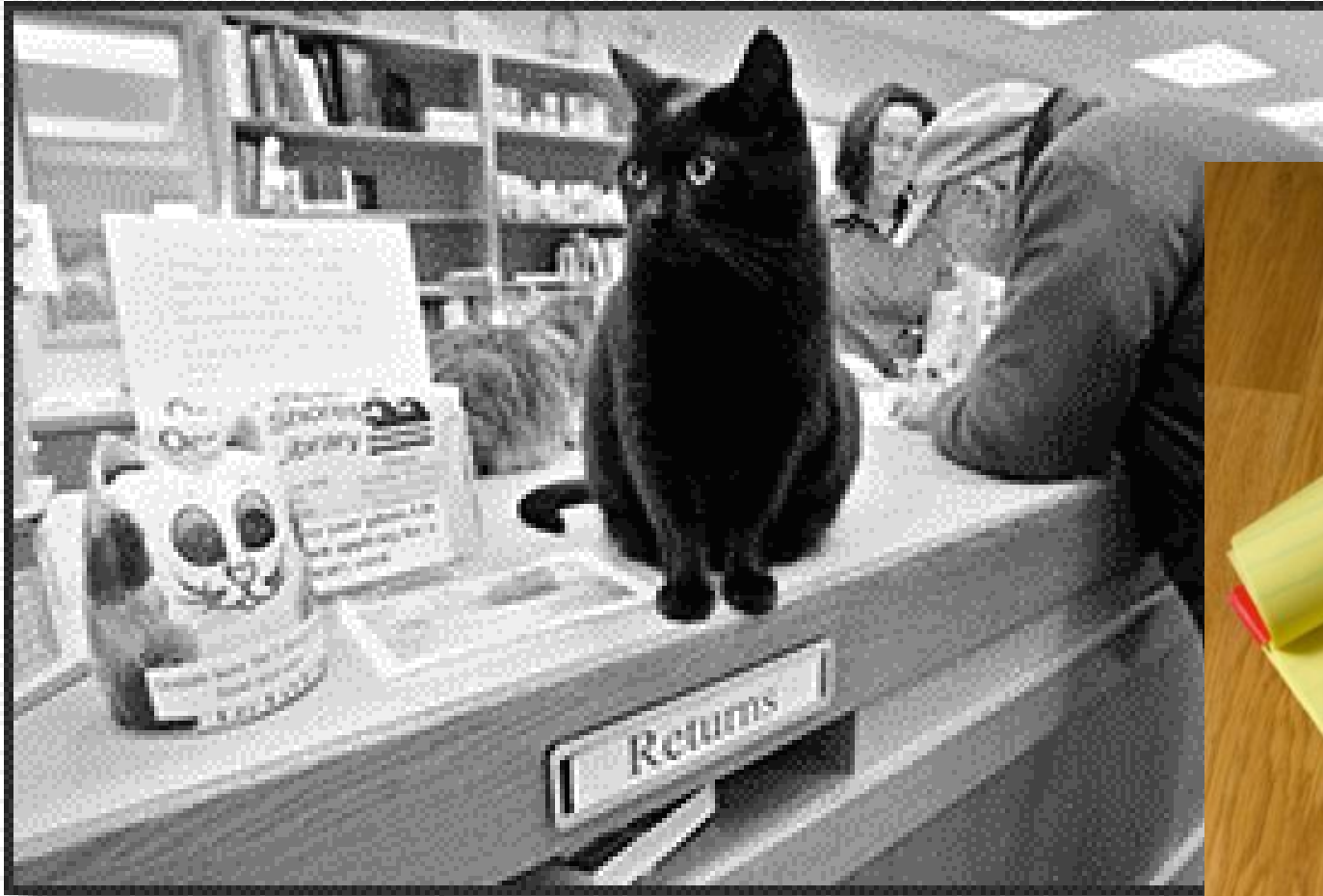
I have great  
ideas when  
situations  
arise....

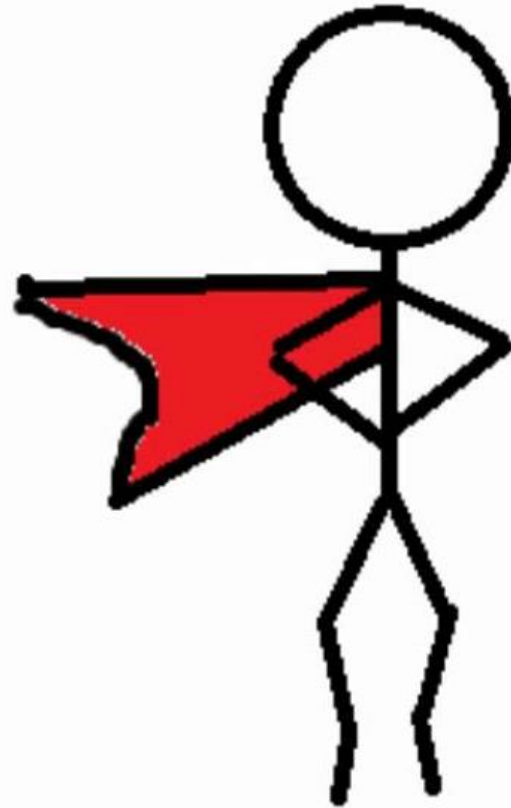
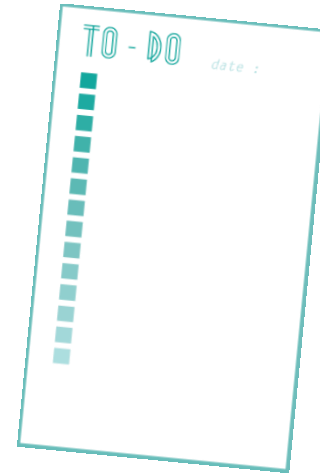
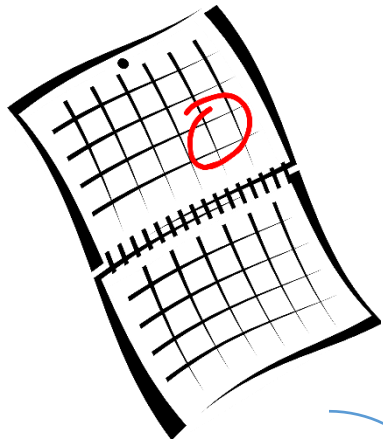


I have great  
ideas when  
situations  
arise....



I have great  
ideas when  
situations  
arise....





How can I wield my  
weapons of time/task  
management for  
innovation?

In a staff meeting, have everyone spend **15 minutes** writing down **questions** about a topic or problem.



**What is your library doing to  
focus on innovation,  
generating ideas and  
encouraging problem  
solving?**



What is your library doing to  
focus on innovation,  
generating ideas and  
encouraging problem  
solving?





recommended reading

