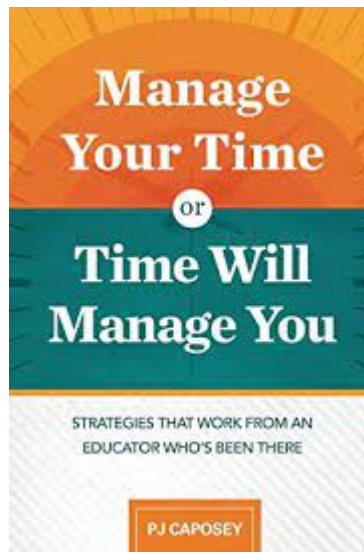


Manage Your Time or Time Will Manage You



Presenter:
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PJ Caposey: Biography

PJ Caposey is the Illinois State Superintendent of the Year and a Finalist for the National Superintendent of the Year through the American Association of School Administrators. PJ is a best-selling author, dynamic speaker, and a transformational leader and educator with an incredible track record of success.

PJ began his career as an award-winning teacher in the inner-city of Chicago and has subsequently led significant change in every administrative post he has held. He became a principal at the age of 28 and within three years was able to lead a small-town / rural school with a history of achieving near the bottom of its county to multiple national recognitions. After four years, PJ moved to his current district, Meridian CUSD 223, as superintendent, and has since led a similar turnaround leading to several national recognitions for numerous efforts.

PJ is a best-selling author and has written eight books for various publishers. His work and commentary has been featured on sites such as *The Washington Post*, NPR, CBS *This Morning*, ASCD, *Edutopia*, *The Huffington Post (HuffPost)*, and was featured in a *Global Leaders Forum* thinkpiece alongside the likes of General Petraeus and General McChrystal. He works in the Education Department of three universities, including one within the Ivy League, and in a myriad of capacities with the Illinois Principals Association, including as a principal coach and author of the first complete stack of MicroCredentials offered in Illinois.

PJ has been fortunate to be honored with many personal awards and accolades in addition to the various district recognitions which have been earned under his leadership. Additionally, he has been asked to serve in an advisory or consulting capacity for many education-related companies and organizations.

PERSONAL ACCOLADES

- Illinois State Superintendent of the Year, 2022
- ISTE Making IT Happen, 2019
- Regional Superintendent of the Year, 2017
- Tech and Learning Leader of the Year - Runner Up, 2017
- INSPRA Distinguished Service Award, 2016
- 40 Under 40, 2016
- NSPRA 25 Superintendents to Watch, 2016
- EIU Distinguished Alumnus, 2016
- Those Who Excel - Award of Merit, 2015
- Regional Principal of the Year, 2014
- ASCD Outstanding Young Educator Honoree, 2013
- ASCD Emerging Leader, 2013
- Horace Mann Partners in Education, 2012

DISTRICT ACCOLADES

- *US News and World Report* recognition, 2017-22
- IASB Governance Award, 2016-22
- EduJedi award from the Learning Counsel, 2019
- Illinois Performance Excellence Bronze Award, 2018
- National School of Opportunity, 2017
- *District Administration Magazine* District of Distinction, 2016

ADVISORY/EXECUTIVE BOARD MEMBER or CONSULTANT (all current unless otherwise stated; individual school districts excluded from list)

- Houghton Mifflin Harcourt
- Institute for Education Innovation
- Total School Solutions
- Resonance Education
- Sarah Williamson PR Group
- GenParenting
- ThoughtExchange, 2019-21
- Illinois ASCD, 2012-18

20 Single Sentences That Will Help You Better “Manage Your Time”

1. There is no such thing as TIME MANAGEMENT, there is only self-management.
2. Your schedule should match your priorities.
3. You can only have clear priorities if you de-prioritize some of the following: family, finances, friends, fitness, faith, or your profession.
4. You should construct your schedule as if each and every day was a perfect reflection of what you hope someone says in your eulogy.
5. Do the most difficult and stressful item of your day early in the morning.
6. Momentum is a wonderful free Google Chrome Extension anyone that has trouble staying focused should immediately download.
7. Most people are so afraid of failure that the people they love the most don't know who they want to be in five years and thus they cannot route their time to that goal.
8. Creativity comes and goes but often follows a set of circumstances – discover what that is for you and learn how to replicate it.
9. To-do lists help with organization, not time management.
10. Putting items on your to-do list that you have already done just to scratch them off is common and is simply done because the act of crossing off the item releases dopamine.
11. Delegation is better thought of as capacity building.
12. Delegation will, at the beginning, lead to worse results and will take you longer to teach the skill than to do it yourself, but will ultimately free you up to do the things that really matter. (Think of it as compound interest for time)
13. Most highly successful people have figured out what NOT to do instead of figuring out how to do more.
14. Track how much guilt associated with the titles you carry (mom, dad, husband, wife, leader, etc.) dictate how you use time compared to your actual priorities.
15. If you gave yourself 60 minutes for 60 days to pursue your priority, you could change the trajectory of your life.
16. Refusal to leverage tech tools is a refusal to optimize your time.
17. Use social media – do not let social media use you.
18. It is difficult to better manage yourself or time without taking time to increase your own self-awareness.
19. Coaches help – if you can afford one or your work will support you having one take advantage.
20. If you refuse to consider changing your habits to get better or improved sleep, it will be difficult to better leverage your time.

THE BIG THREE

1) What are three things you deeply want to accomplish with your life?

2) What are three things you hope the people/persons you love the most would say about you?

3) What could you accomplish with 60 days of 60 minutes of time you dedicated to yourself to make the above happen?

WHICH OF THE FOLLOWING ARE YOU WILLING TO DE-PRIORITIZE TO ACTUALLY CREATE PRIORITIES IN YOUR LIFE?

FAMILY, FRIENDS, FINANCES, FAITH, FITNESS, OR YOUR PROFESSION?

REVIEW QUESTIONS

1) What are you doing REGULARLY to increase your own self-awareness? What are your current blind spots?

2) Is your EGO forcing you to play big or to play small?

3) In what ways is guilt and/or responsibilities you have assigned yourself driving your actions?

WHO DO YOU WANT TO BE IN FIVE YEARS?

WHAT ARE YOU WILLING TO CHANGE TO BECOME THAT PERSON?

Self Assessment

- PLACE A "2" IN THE SHADED AREA IF YOU EXHIBIT THE BEHAVIOR IN COLUMN ONE TO A GREAT EXTENT
- PLACE A "1" IN THE SHADED AREA IF YOU EXHIBIT THE BEHAVIOR IN COLUMN ONE TO A LESSER EXTENT
- LEAVE THE ENTIRE LINE BLANK IF THE BEHAVIOR DOES NOT DESCRIBE YOU
- TOTAL THE COLUMNS UPON CONCLUSION

COLUMN ONE: BEHAVIOR	1	2	3	4	5	6	7	8
I will put down whatever I am working on no matter what to help a colleague in need								
I have a checklist for every day and sometimes different checklists for different sub-sections of the day								
I love every day at work and enjoy my typical daily responsibilities, but I never seem to get to my 'real' work								
I spend time each day looking for a misplaced item								
I have an email in my inbox that I have looked at more than five times and have not completed the task yet								
Completing large tasks or tasks that involve considerable thought causes me stress								
I do not use an electronic calendar								
I check Facebook on my phone more than 20 times a day								
I have great time management skills on the work I like to do – other areas suffer								
When I get organized at work, something seems to wrong at home								
I find myself losing 10 to 15 minutes a day checking social media, clicking on ads, or exploring apps when I did not intend to								
I get a sense of joy each time I cross something off of my checklist or to-do list								
I feel like I am the one who always gets delegated to, but I do not say anything in my defense								
I can get in shape, but if I do my effort at work suffers due to lack of time								
I wish I was able to say NO more often at work								
If my cellphone beeps it is painful to not instantly check the message or notification								
I cannot see the majority of my desk								
I choose getting work done over getting exercise and therefore am unhappy with how I look and feel								
I have over 100 emails in my inbox (please note - two potentially shaded areas to mark)								
I know my job would be easier if I learned more about software and technology, but am afraid to do so								
I print all important documents and file them by hand								
I do other people's work during the work day and my work at night or on the weekends								
I love Smalltalk in the office or with colleagues								
I am better at making checklists than completing the work on the checklists								

I see other people using tech tools to make their life simpler, but I do not ask about them or take the time to learn how I could use them								
I can't remember the last time that work, home, fitness, and spirituality were all working in concert with each other								
Sometimes I feel like it takes me more time to make the checklist than to actually do the work								
I wear being disorganized as a badge of honor because I read somewhere being disorganized is a sign of intelligence								
I sometimes find myself walking around in a circle between multiple tasks, often never finishing any of the tasks I am working on								
In a group email asking someone to complete a task, I NEVER reply first hoping somebody else tackles the task								
I maintain great relationships with people at work, despite often being late or missing deadlines								
I read or subscribe to time management websites – but often do not implement the suggestions provided – or if I do, only for a limited amount of time								
TOTALS								

Work Avoidant

Being work avoidant does not make you lazy. This is of extreme importance for everyone to understand. Being work avoidant simply means moving forward while ignoring key pieces of work that either do not interest you or are intimidating for some reason.

Key reasons you may be work avoidant

- Skill deficiency
 - We often avoid work not because we are lazy, but because we do not have the skills to do the job well. For instance, I find a million excuses to not build a dresser, but somehow have the time management skills to have five different jobs.
- Grit
 - Grit is the ability to persevere when things get difficult and to embrace failure. We do this with and on things we love and enjoy doing.
- Confidence
- Ability to Self-Monitor and Self-Correct
 - When you do not know what you are doing, it is difficult to self-correct. This is why little leaguers do not 'fix' their own swing or jump shot. So, when we do this at work, we often get tired of re-doing tasks so we avoid them.

Quick fixes

- Eat the big frog first
 - Do the 'worst' thing on your calendar first each day
- Calendar must match priorities
- Scheduled flextime
 - Identify the areas you struggle and commit to work on them, then reward yourself by allowing yourself to work on things you find valuable.
- Accountability partners
 - Have someone help you. If you cannot self-regulate or somehow keep yourself on task find someone to help.

True solutions

- Skill acquisition
 - Spend time learning the skills that are preventing you from doing the jobs that you are avoiding, thus leading to stress and time management issues.
- Hone your grit
 - Practice failing. Find difficult and arduous tasks and develop grit like it is a muscle.
- Align priorities
- Gain confidence
 - The true path to not being work avoidant is to believe you have the skills necessary to do something. To become so confident in your performance that you can 'attack the task'
- Self-monitoring

People Pleaser

Every person here has immediately reacted to a request from a boss or a co-worker by saying 'yes' without thinking twice. The person making the request says a quick thank you, provides cursory instructions, and walks away. You sit at your desk and think what in the world have I just gotten myself into. Most people learn from this experience and in time become more judicious when volunteering for activities or accepting undue responsibility. Others seemingly never do and continue to struggle through their personal and professional lives constantly saying 'yes' to everyone but themselves

Key signs you may be a people pleaser

- Delegated to A LOT
 - There is an inordinate amount of work headed your way that are not part of your essential job function.
- Never say no
 - People ask you to do stuff and you know you are overwhelmed, but seem to say yes before even thinking it through
- Low job satisfaction, but never think of leaving
 - You are stressed, maybe even angry – but never ever think about serving your own needs first

Quick fixes

- No, no, no
 - Arbitrary 'no's' help to build this muscle
- Ask for time
 - People pleasers often agree to tasks in the heat of the moment. If boldly saying no does not match your personality profile, simply asking for time allows you the opportunity to consider what you are agreeing to – and also gives you the 'out' of saying no via email, etc.
- Who benefits most

True solutions

- Identify purpose of work and happiness that comes from work
- De-personalize your responsibility
 - You work for an organization, not a person. Realize this when trying to prioritize your time. If you are okay doing fifteen tasks when you could be great only doing five, then you OWE the organization enough to say no.
- Focus on truly healthy relationships
- Create a personal vision
 - If you are unsure what your role in the organization or profession is then you will constantly say yes. Once you have a vision for yourself within or outside of the organization your own time will become more valuable than someone else's tacit approval.

Prisoner of the moment

A lot of people that identify with being a Prisoner of the Moment have self-proclaimed adult ADHD. While this was not the intent of the chapter, a distinguishing factor of those who are Prisoners of the Moment is the deep desire to engage with what they find new and exciting. Thus, many tasks are started, but few are completed.

Key signs you may be a prisoner of the moment

- New tasks legitimately excite you/ Whoever gets to you last wins
 - It may look like playing favorites, but whoever makes the last request typically gets the most service. It is not favoritism, but reeks of it to the outside world.
- Desire for engagement
 - You love being excited, starting new things, and staying active. This desire for engagement means you almost never stand still and cannot stand when everyone else just wants to 'chill' and do nothing all day.
- Social media purgatory
 - Whenever you have a free moment you check your favorite SM site instead of spending the 60 to 90 seconds you have to think through a problem or get lost in your own thoughts.

Quick fixes

- Daily goals
 - Accomplish something. Anything. Committing to daily goals is a step in the right direction. Long term goals are very difficult for prisoners of the moment because of the amount of things that will excite them between the moment they set the goal and the 'due date'
- Finish first
- Dig deep daily
 - Force yourself to work beyond the point of interest. We all have a point where a task no longer feels fun or relevant. Force yourself to persevere on a daily basis with these tasks.
- Most important thing visual
 - Hang something in your office, car, etc. that reminds you what the most important task of the day is and commit to finishing it.

True solutions

- Seek to understand your brain
 - The brain seeks excitement. Understanding that your brain is pulling you toward apparently more engaging tasks helps people to become more self-aware and gives them the ability to say no to their brain's instant urge for self-gratification.
- Meditation
 - Actively training the brain to slow down and concentrate on something for an extended period of time increases focus and decreases the tendency to leave projects half-completed.
- Caffeine / Smart breaks/Track progress

Checklist Dependent

Checklists in and of themselves are not the issue. The issue is that people assume checklists are the solution. Which they are also not. Checklists are wonderful when completing step-by-step and linear tasks. They are not always sufficient when trying to manage something as complex as our human lives.

Key signs you may be checklist dependent

- More time creating checklists than using them to guide behavior
- Rush of checking something off is greater than the stress of leaving things on
 - It feels great to check something off, but it does not bother you to go home with many unaccomplished tasks placed on your checklist. Another example of this would be perfectly content with an enormous amount of emails left in your work inbox.
- Checklists are less impactful when stress increases
 - Understanding that checklists will be abandoned when the day gets hard and truly does not govern behaviors once daily stress shows up.

Quick fixes

- Apps
 - Apps like Google Keep and ToDoist make getting and staying organized easier. The issue is that these are just digital checklists unless all features are used.
- Commitment device
 - Establish something that prevents you from not accomplishing your daily priorities. The most famous commitment device is from ancient Chinese lore when a general started a conflict with his a body of water behind his men so they could not run away. In this scenario, the body of water was the commitment device.
- Reduce to 7
 - Research has indicated that the brain prefers to consider things in limits of seven. Anything over seven can be overwhelming. Consider this when creating to-do lists and ensure that the 7 most important things get added to the list.

True solutions

- Dopamine rush
 - Checking something off a to-do list provides an instantaneous dopamine rush to the brain. We like this. Understanding we are driven to receive this so we start with easy tasks
- If then to-do lists
- Complex, Timely, Importance
- To-Do list matched to priorities

Disorganized

Disorganization is not laziness. There is a great deal of brain science that has attempted to attribute the why and how of disorganization. The suggestions provided take into account these suggestions and attempt to create pathways for immediate and ultimately sustained success. Additionally, of the reasons for time management issues, being disorganized is often the least 'self-owned' issue. Meaning, many people who are truly disorganized have a hard time admitting this to themselves.

Key signs you may be disorganized

- Struggle to find important information
- Rely on others more than you are relied upon
 - There are different types of people in every workplace and everyone has formal and informal roles. If you find that you depend on many and few depend on you, you may be disorganized.
- People avoid your personal space
 - If nobody wants to meet in your office or ride in your car because of the 'mess' than there is a good chance that your organized chaos might just be chaos.
- You receive emails that read, 'per the last email'

Quick fixes

- Reduce paper
- Filing system
 - Necessary, unnecessary, will eventually need to be handled again
- Relocation
 - Have you ever realized how much stuff that needed to be kept can be tossed when you move – force this change upon yourself. Just by moving your desk across the room, many positive
- Mitigate your impact

True solutions

- Understanding messiness is not laziness
- Create long-term strategies for success
- Information triumvirate
 - Every piece of information that you come across will fit into one of these three categories: essential for job function, occasional need for reference, non-essential. Living life driven by these three categories eliminates many of the behaviors driving messiness and disorganization.

Technology Avoidant

In the workplace of 2019, you may a significant disadvantage among your peers if you refuse or are unable to access the time saving benefits afforded to us by technology. While technology may not be intuitive to you, the components that will make you more efficient and effective in your operations are eminently learnable.

Key signs you may be technology avoidant

- Paper calendar
 - There is no reason for this, literally no reason.
- Print most documents – even emails
- Technology is only okay when for your benefit
 - If you avoid technology in your profession, but want your doctors to use the most advanced techniques, this applies to you.

Quick fixes

- Non-negotiables
- Gradual adoption
- Pencil problem myth
 - If a pencil breaks we do not abandon that as a learning tool. If an app crashes or the internet goes down we cannot throw away all of the benefits associated with it because it is 'unreliable'
- Technology is not one more thing
 - In 25 years of existence Amazon, Google, Facebook, Uber, Tesla, Netflix, SpaceX (just for example) have changed our world. Why not let it change yours?

True solutions

- Admit to the reality of the situation
- Invest time in your growth
 - This is not something that is just going to happen for you if you are tech-phobic. You will need to spend the time to acquire the new skill. The return on investment for your time when learning to maximize technology tools is massive. There is huge upside and literally no down-side. Get growing.
- Find a buddy to help – or YouTube

Self-serving

Self-serving employees are not selfish – that is an important distinction. The overarching theme, however, is that a self-serving employee is more interested in control than in being an incredible employee. The *perceived* ability to have control over their surroundings is more important than being the best possible employee to the organization.

Key signs you may be a self-serving employee

- View yourself as different, but equal
 - Want the benefits of being treated like everyone, with the exceptionality of being treated differently
- Likely a challenger or norms
- Collaborate, kind of
 - When you have determined that something will not adversely impact you in any way, then you are willing to openly contribute and collaborate.
- Dislike authority unless it is your authority

Quick fixes

- Off-load, do not ignore
 - It is okay to not want to do something, but instead of ignoring demands and mandates, find ways to off-load the work you want to avoid.
- Seek to understand
 - Make a true effort to understand the rationale behind and beyond any work that you would choose to avoid.
- Ask for options

True solutions

- Control should be for needs, not wants
 - Control in and of itself is not bad. But control should be exhibited for necessary and righteous things – not simply because someone wants additional influence.
- Better time management actually equates to control
- Empathy
 - Putting one's self in someone else's shoes makes for some uncomfortable self-reflection when you have been more interested in control than you have in being a good teammate or employee.
- Practice yielding control
- Mission alignment

Perpetual imbalance

What seems to happen with me, however, is that I cannot find perfect balance – or at least perfect balance for me. I know we all talk about it. The perfect life. The idealized version of what we are supposed to be. Great parents, wonderful spouses, the friend everyone wants to have, wildly successful in our careers, at peace in our faith, and healthy stewards of our bodily vessels. How about you? Perfect balance for me is a goal that I have never quite been able to reach.

FIVE Fs and Two Ps (Faith, Family, Friends, Finance, Fitness, Personal and Profession)

Key signs you may be perpetually imbalanced

- Constant guilt
 - The feeling like you cannot be enough for all people all the time.
- Discomfort
 - The feeling when you are trying to be enough for all people and inside you are not filling your own needs.
- Running on empty

Quick fixes

- Calendarize your priorities
- Quit living for weekends
 - If you hate Monday and love Friday you are doing it wrong. Life is too short to be miserable. Not to mention education does not pay enough to be unhappy.
- Ask for expectations
 - Sometimes you think others want way more from you than they do and you will never know that without asking the question.
- Be present when present
- Audit the people in your life

True solutions

- Embrace the cost of greatness
 - Nobody has ever been great at something without sacrifice. Are you willing to sacrifice balance for greatness?
- Find your lever
 - Some of the 5 Fs and P will fill your bucket. Other things will drain you. Be aware and intentional on how you spend your time.
- Make FIT a conscious choice