

FOCUS

A Herff Jones IMPACT Resource For Advisers

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FEBRUARY FOCUS

Wasted Time

One of the biggest complaints of student activity advisers is that there are never enough hours in the day to get everything completed. This is a very true statement, but there are ways to make better use of your time.

Answer the following questions and then contemplate how much more effective one could be by making better use of one's time. If one can improve in just a few areas, one will gain more time to complete tasks.

1. Do you set clear and attainable goals?
2. Do you establish priorities?
3. Do you plan each day's activities?
4. Do you try to do everything yourself or do you delegate?
5. Do you lack self-discipline?
6. Are you unable to say "no" to requests?
7. Does it take you a long time to make decisions?
8. What was the longest period that you worked without interruptions?
9. Which interruptions are the most annoying to you?
10. How could you eliminate or control interruptions, such as unnecessary visits and unnecessary phone calls? How could the visits and

phone calls be handled to make them shorter or more effective?

11. Survey and analyze your normal time schedule. Can you improve it?
12. Do you do one thing at a time and resist detours?
13. Do you plan for the unexpected?
14. Do you use your sleeping time to let your subconscious work?

Consider designing a task organizer with the following four categories:

1. **Important And Urgent**
2. **Important But Not Urgent**
3. **Urgent But Not Important**
4. **Busy Work**

Remember that attitude is everything - **be optimistic!**

When your student organization has planned an activity, know why you are doing the activity and it's purpose. What are the goals and objectives? Ask yourself if you are ready to stand behind the activity and make the time commitment to it. With any activity, be sure it is scheduled. Plan ahead and allow enough time. There should be an outline with deadlines. Plan to have everything ready early.

Prioritize all lists. What must be done first? Who are the people who must be contacted? Get permission from the administration first.

Delegate! Do not try to do it all yourself. You are the adviser, so advise. Establish committees and watch them work. When the project starts, make sure that each student understands the responsibility. Thank them. Encourage them. Thank them. Check up on them. Thank them. Dwell on the positives. You get the idea!

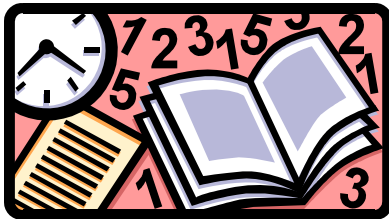
After the completion of the activity, always evaluate. List the good things first. Then list changes and ways to improve. Make written recommendations.

Any time that one is considering better time management, the most important questions is "What is the best use of my time right now?"

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This newsletter is a joint effort of Jackie Burch and Herff Jones, Inc.

- Write out goals
- Plan ahead
- Keep a calendar
- Get organized
- Block interruptions
- Handle decisions effectively
- Delegate, delegate
- Evaluate achievement
- Believe that you can do better
- Work smarter



THINK FAST

This exercise challenges participants to think quickly and come up with nouns that begin with specific letters. It takes ten-fifteen minutes and is best suited for a group of ten to twenty participants.

An area is needed where the group can form a circle. Also needed is a small object such as a tennis ball and a stop watch. Someone stands in the middle of the circle and closes his/her eyes. The ball is given to someone in the circle and when the person in the center says 'start,' the ball is passed counter-clockwise around the circle. When the person in the center says 'stop' and calls out a letter of the alphabet, the person holding the ball must quickly say three nouns that begin with that letter. If the letter "b" is called, the

participant may say, "ball, boy, balloon." If the nouns are named with five seconds, the game continues with the same person in the center. If the person cannot name the nouns they then go to the center and the game resumes.

FOUR CORNERS

This is another variation of the Four Corners activity.

Participants go to the corner of the room that has been assigned to the way that they would answer the question. When they get there they should discuss as a group why they selected that corner. A spokesperson then shares a condensed version with the entire group. Then another question is asked and the participants move to the appropriate corner and repeat the process. You may continue as long as you like. Here are some ideas:

I am most like:

- ❖ Newspaper
- ❖ Sandpaper
- ❖ Kleenex tissue
- ❖ Computer paper

Being a leader is most like the movie:

- ❖ Star Wars
- ❖ Top Gun
- ❖ It's A Wonderful Life
- ❖ Gone With The Wind

Good leaders are most like:

- ❖ A Snickers bar
- ❖ Skittles
- ❖ Tootsie Roll Pops
- ❖ Hershey Kisses

My favorite adviser/teacher is most like:

- ❖ A Banana Split
- ❖ Jello
- ❖ Apple Pie
- ❖ A Pineapple Upside Down Cake

Other possible questions include:

- ❖ Today I feel most like...
- ❖ My organization is more like...
- ❖ My school is like...
- ❖ I would most like to be like...

Other examples of categories are: chairs, seasons, landscapes, transportation, car brands, etc.

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