

Time Management for Data Professionals

How to manage your time and get things done



Pinnacle Health Informatics

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Productivity is never an accident. It is always the result of a commitment to excellence, intelligent planning, and focused effort."

-Paul J. Meyer

Who We Are

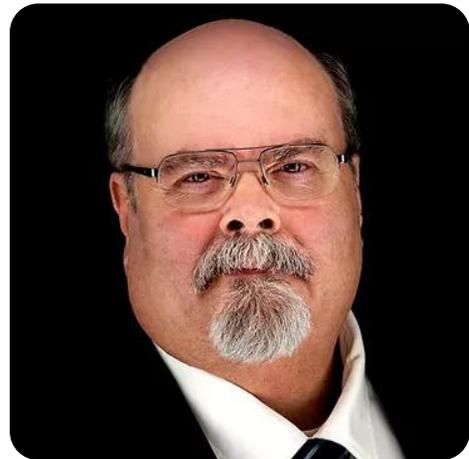
The Pinnacle Team

The Pinnacle Team of data and analytics professionals has over 75 years of combined experience in behavioral health data, analytics reporting, data integration, workflow management, and electronic health data support. Our team excels in all areas of healthcare data support, including data integration, data warehousing, Multidimensional data structures, ad-hoc reporting tools, data tool training and optimization, reporting, and visualization using Crystal Reports, Excel, SQL Reporting Services, and Power BI.



Shawn Frasier

Shawn draws on his 20 years of experience in the behavioral health information technology space to build solutions that transform the way leaders use data. Shawn develops strong partnerships with our customers to deliver tailored training and support.



Gary Clark

Gary brings 20+ years of experience supporting behavioral health agencies who need fast, easy access to their data. The best part of Gary's job is giving agencies the power to understand and use their data in real-time.

How to Manage Your Time and Get Things Done



As a data professional, you likely have a lot on your plate. Sometimes you may feel as if you are drowning under a pile of tasks, unsure of where to start. **We all get the same 24 hours – so why do some people seem to achieve more with their time than others? The answer: good time management.**

Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high.

At Pinnacle Health Informatics, we balance a myriad of important responsibilities. Between building data dashboards, meeting with clients, and staying up to date with new technology and trends, we must practice time management to stay on top of everything. In over two decades, we've uncovered a few tricks and tips to manage time and ensure everything gets done.

We are here to share them with you so that you can reach your goals, accomplish tasks and reach your full potential. **Let's get started!**

5 Tricks to Help you Manage Your Time



We will cover 5 tricks and tips that you can implement into your work life to help you manage your time.

1. Set your priorities
2. Use a planning tool
3. Snowball your tasks
4. Find a focus technique that works for you
5. Create a realistic to-do list each day

We will provide you with information on each trick as well as give you resources to help implement them into your life.



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Set Your Priorities

The First Things Method

Two factors determine how you spend your time: importance and urgency. A task can be either important, urgent, both, or neither.

The “first things” method of time management helps you get your most important tasks done first. All our daily, weekly, and monthly activities fall into one of the four-time management quadrants, as seen below:

Urgent

Not Urgent

Important

Quadrant I: Urgent & Important

This quadrant contains items that are urgent and important such as emergencies and problems that require your immediate attention. This can include health emergencies, a work deadline, or a broken-down car.

Quadrant II: Important, but not urgent

This is where you do prevention, maintenance, long-term planning, relationship building, and personal leadership activities like evaluating your thought patterns and assessing progress toward goals.

***Quadrant II is where you should spend most of your time.**

Not Important

Quadrant III: urgent but not important

The urgency of Quadrant III activities can make them appear important, but they don't align with your values or contribute to the achievement of your goals. Quadrant-III activities include making phone calls, going to meetings that lack purpose, and receiving unexpected guests.

Quadrant IV: Not urgent or important

These activities add no value to your life; even recreational activities don't belong here because true recreation is a restorative and valuable Quadrant-II activity. Quadrant IV includes gossiping, mindlessly watching television, or passively scrolling through social media.

Successfully implementing the “first things” method requires you to understand and prioritize what your goal and vision for yourself are. Once you identify this, you will be better able to live within quadrant II.

Think of things that currently fill your day. On the next page, you will fill out your own “first things” table using your daily tasks.

Don't forget to include items that improve your overall well-being like taking a walk, going out to lunch with a friend, and spending time with family.

Setting My Priorities

	Urgent	Not Urgent
Important		
Not Important		

"Either run the day or the day runs you"

-Jim Rohn

Use a Planning Tool

Planning Tools

Time management experts recommend using a personal planning tool to improve your productivity. Personal planning tools include planners, calendars, phone apps, wall charts, index cards, pocket diaries, and notebooks. The key is to find one planning tool that works for you and use that tool consistently.

Many individuals find apps to be helpful planning tools. Planning apps usually fall into one of the following categories

Time Tracker

Time Trackers help you gain an awareness of how you spend your time.

- Toggl Track
- ATracker
- Timely

Time Saver

Time Savers increase productivity and help break time-wasting habits.

- Freedom
- Evernote
- If This Then That (ITTT)

Task Manager

Task managers assist in prioritizing and organizing tasks to improve time management.

- Trello
- Remember the Milk
- Calendly

Habit Developer

Habit developers help create healthy habits to encourage time management.

- Goalify
- Google Calendar
- HabitBull

What type of planning tool do you need?

On the following page, you will pick what type of planning tool you could benefit from and then write down 2-3 apps that fall under that category. Try each app out for seven days and record your thoughts. Finding a planning tool that works **for you** is the most important thing.

My Planning Tools

WHAT DO I NEED HELP WITH?

TIME TRACKING

TASK MANAGING

TIME SAVING

HABIT DEVELOPMENT

APPS I WILL TRY

-
-
-

GOALS

-
-
-
-

TASKS TO ORGANIZE

-
-
-
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-
-

TIMELINE

1 week

2 weeks

3 weeks

RESULTS AND NOTES

Snowball your Tasks

Snowballing is a technique that creates momentum, focus, and better results. You complete the smallest task first and advance to the next slightly larger task. In principle, each time that you complete a small task your focus and energy intensify. Resembling a snowball rolling down the hill collecting more snow with each rotation, gaining more momentum and speed as it grows larger and heavier. When you apply the productivity snowball strategy you are adding more tasks to your list of accomplishments, growing that list, and gaining momentum.



The science behind completing smaller tasks allows you to complete more tasks quickly, creating quicker wins, and giving ongoing positive stimulation to your brain. You are hijacking your brain with positive stimulation which we naturally crave. It is so good that you just cannot stop at one. You free up more time to focus on more important tasks



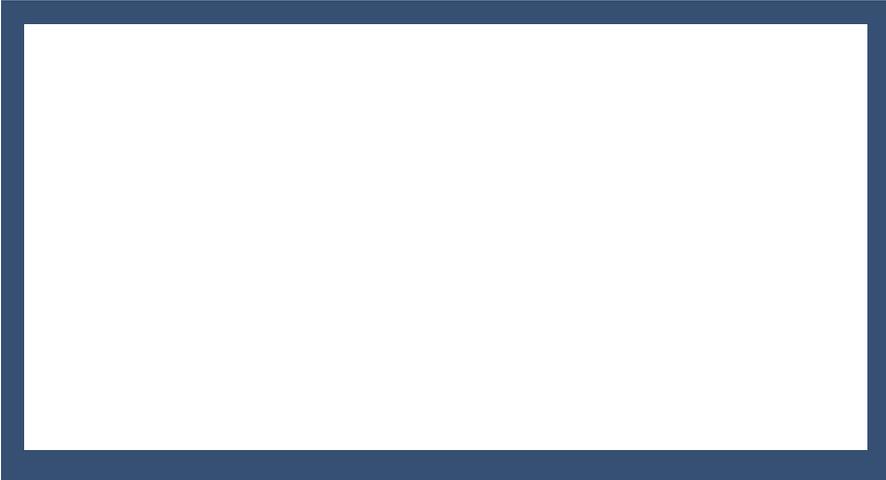
How to Snowball Tasks

1. List out all your tasks and do a brain dump.
2. Determine the time it will take for each task to be completed.
3. Organize each task by time from the shortest to longest amount of time for completion.
4. Commit to completing the task that takes the least amount of time.
5. Once complete, apply your time and energy to the next task that takes slightly more time, but shortest on the list.
6. Repeat until your list is exhausted or you run out of time.
7. Begin again every day at the first step.

On the next page, practice setting up your "snowball to-do list"

Snowball Your Tasks

Fastest Tasks



Average Tasks



Longest Tasks



Find a Technique to Help you Focus

If there's one thing we could all probably use a lot more of, it's the ability to focus. But telling yourself to stay focused on a task, especially a mundane one, is often a lot easier said than done.

The good news? Several techniques can help you zone in on the task in front of you. If you need help staying focused, try one — or all 4 — of these focus techniques.



Pomodoro Technique:

Write down a list of things you would like to accomplish. Set a timer for 25 minutes. Work until the timer goes off and then give yourself a 5-minute break. Repeat this for as long as desired, giving yourself a 25-minute break after 4 Pomodoro intervals



Get Things Done (GTD):

The GTD method consists of five steps that you do in a specific sequence. Capture, Clarify, Organize, Reflect and Engage. In this method, you write everything down and then break down larger tasks into **smaller subtasks and set specific deadlines for them.**



PQ4R Method:

The PQ4R method is a study technique that aims to help individuals understand the information in a more in-depth manner. PQ4R is an acronym that stands for preview, question, read, reflect, recite and review. Each step follows a sequential order.



Mind Mapping:

Mind maps provide a structured way to capture and organize ideas and information. They help users to understand concepts by breaking them down into their parts. Unlike other visual diagrams, a mind map is built around a single central topic.

Create a realistic to-do list each day

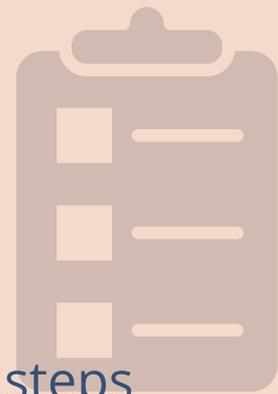
Keeping a great to-do list helps you organize, prioritize your tasks, and plan out projects. Chances are you've made a list to help with things like grocery shopping, planning a backyard BBQ, or maybe the tasks you must complete at work today.

But how can you create an effective to-do list that helps you get more work done?



Follow these steps to create an effective to-do list.

1. Pick a medium
2. List out all the tasks you need to do
3. Organize your tasks by priority
4. Remove low-value tasks
5. Breaks down large tasks into smaller steps
6. Add deadlines



To-do lists are simple and efficient ways to create order, accountability, and relieve stress. With every new problem comes an opportunity to learn, and grow. There are all kinds of pitfalls people fall into with to-do lists and facing these problems gives us a chance to thrive, learn and improve. On the next page, try creating your to-do list!

Today's Plan

DATE: _____

THINGS TO DO

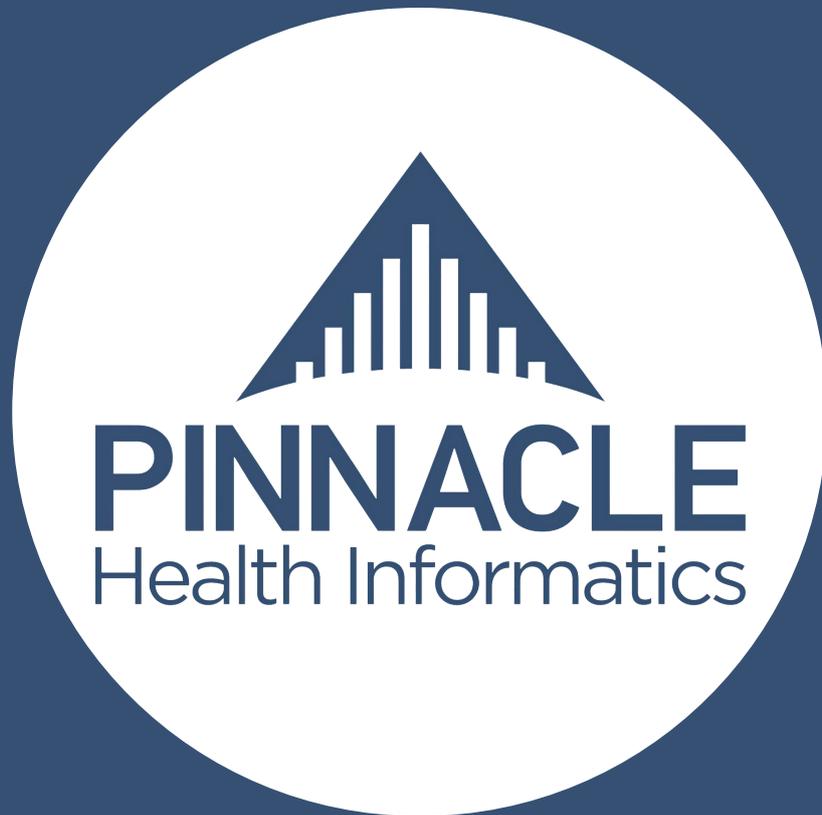
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TODAY'S GOALS

- 1.
- 2.
- 3.

DEADLINES

Notes



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Sources & Additional Resources

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