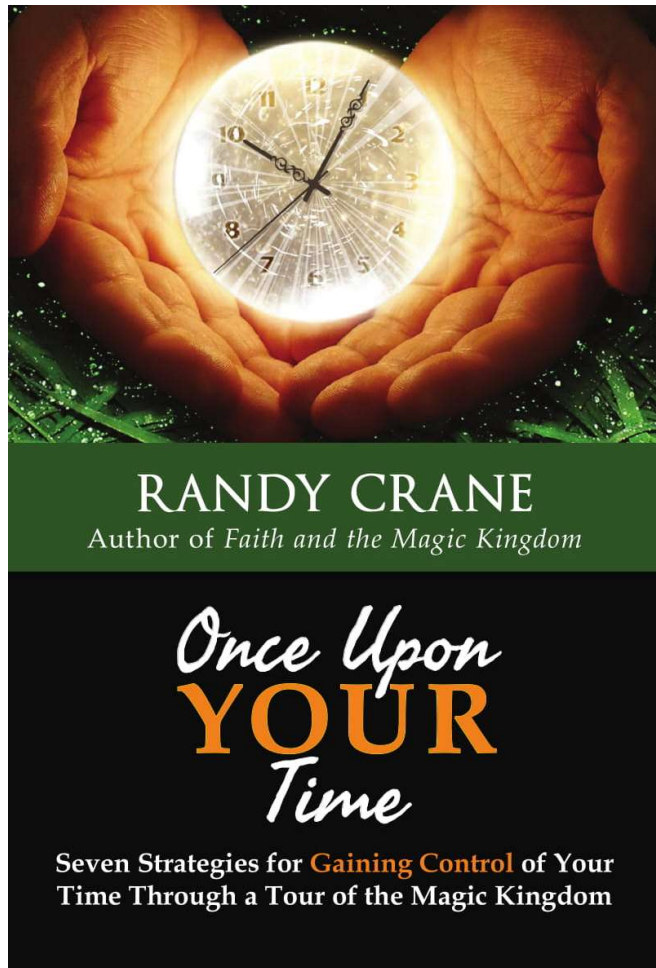




CalOptima
June 23 & 24, 2020

Once Upon YOUR Time
**4 Key Strategies to Take Control
of Your Time—and Your Life**

Randy Crane
Author of *Once Upon YOUR Time*
([@Belgarion42](#) on Instagram & Twitter)

Strategy – Have a “Motivating Why”



Strategy – Have a “Motivating Why”

- Mission Statement:

To provide members with access to quality health care services delivered in a cost-effective and compassionate manner.

- Motto:

Better Together

- Values:

Collaboration

Accountability

Respect

Excellence

Stewardship



My “Motivating Why”

“Refocus. Set your watch, phone, or computer to ring every hour. When it rings, take a deep breath, look at your list and ask yourself if you spent your last hour productively. Then look at your calendar and deliberately recommit to how you are going to use the next hour. Manage your day hour by hour. Don’t let the hours manage you.”

~ Peter Bergman,
*18 Minutes: Find Your Focus, Master Distraction,
and Get the Right Things Done*

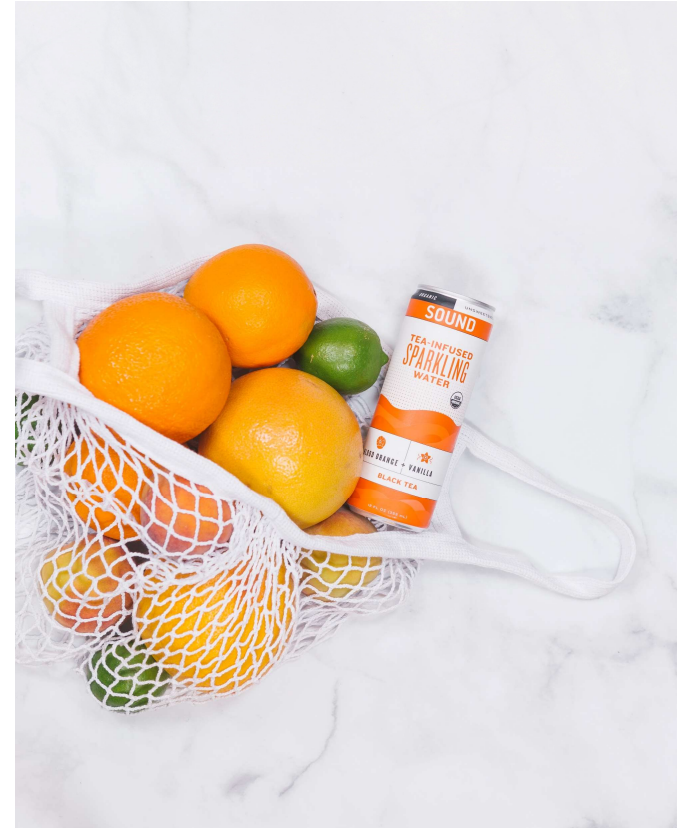
1. “Am I doing what I most need to be doing right now?”

2. “Am I being who I most want to be right now?”

Strategy – Say “No” Strategically



Strategy – Say “No” Strategically



Opportunity Cost

Strategic “No” Questions

- Does this request match up with my core values?
- Do I really understand the commitment?
- Am I the right person for the task?
- Is someone else better suited to do the job?
- Do I realistically have the time, energy, and resources to fulfill this commitment properly and on time?
- What are the benefits of accepting?
- What are the costs of accepting (including the Opportunity Cost)?
 - Another way to ask this is “If I say yes to this, what will it mean, by default, saying no to?”

Strategy – Prioritize (aka “A1 Scheduling”)



Example

- Review priority emails/calls
- Make a dentist appointment
- Connect with co-workers
- Go outside for a walk
- Play Solitaire
- Schedule future-dated meetings
- Connect with leader

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

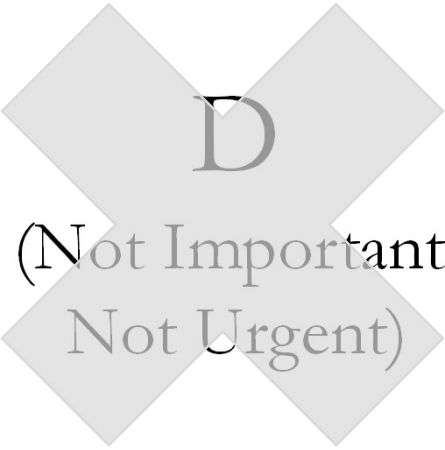
- Review priority emails/calls
- Make a dentist appointment
- Connect with co-workers
- Go outside for a walk
- Play Solitaire
- Schedule future-dated meetings
- Connect with leader

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

- Review priority emails/calls – **A**
- Make a dentist appointment – **C**
- Connect with co-workers – **B**
- Go outside for a walk – **B**
- Play Solitaire – **D**
- Schedule future-dated meetings – **B**
- Connect with leader – **A**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

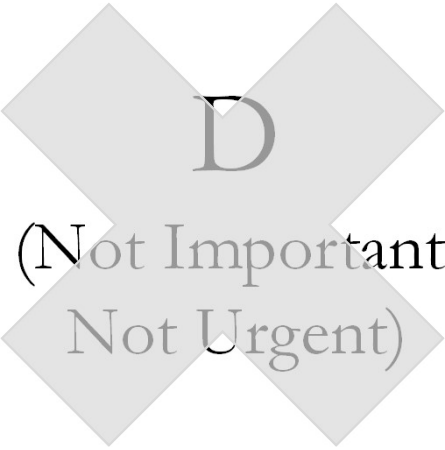
- Review priority emails/calls – **A**
- Connect with leader – **A**
- Connect with co-workers – **B**
- Go outside for a walk – **B**
- Schedule future-dated meetings – **B**
- Make a dentist appointment – **C**
- ~~Play Solitaire – **D**~~

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent) 

- Review priority emails/calls – **A1**
- Connect with leader – **A2**
- Connect with co-workers – **B2**
- Go outside for a walk – **B1**
- Schedule future-dated meetings – **B3**
- Make a dentist appointment – **C1**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

- Review priority emails/calls – **A1**
- Connect with leader – **A2**
- Go outside for a walk – **B1**
- Connect with co-workers – **B2**
- Schedule future-dated meetings – **B3**
- Make a dentist appointment – **C1**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent) 

Strategy – Easiest First, Highest Next



- Review priority emails/calls – **A1**
- Connect with leader – **A2**
- Go outside for a walk – **B1**
- Connect with co-workers – **B2**
- Schedule future-dated meetings – **B3**
- Make a dentist appointment – **C1**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

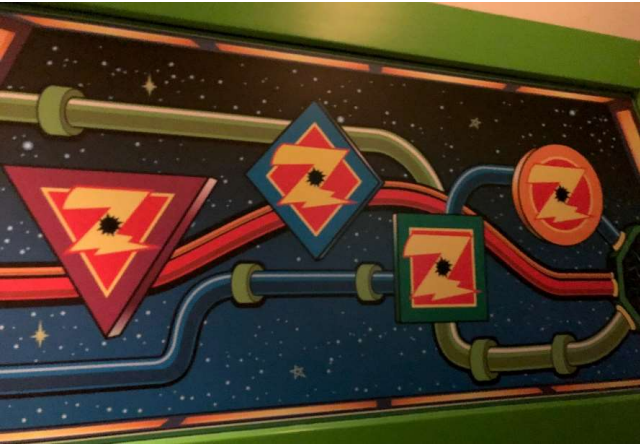
- Review priority emails/calls – **A1**
- Connect with leader – **A2**

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

- Review priority emails/calls – A1

- Connect with leader – A2

A (Important, Urgent)	B (Important, Not Urgent)
C (Not Important, Urgent)	D (Not Important, Not Urgent)

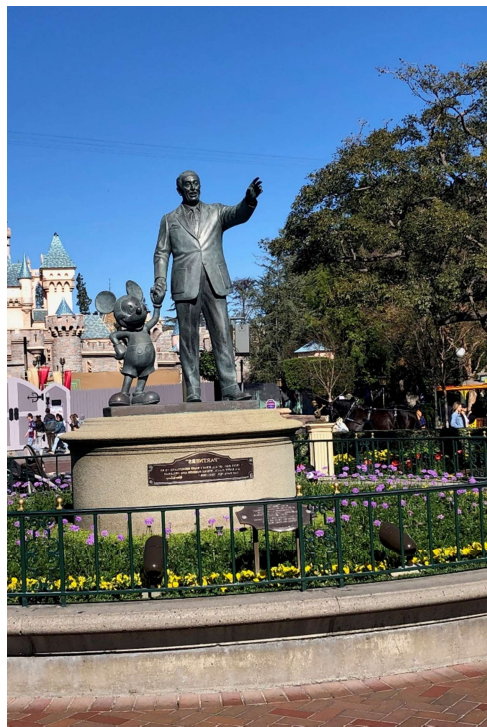


Have a “Motivating Why”

Say “No” Strategically

Prioritize (“A1 Scheduling”)

Easiest First, Highest Next



For *you* at:
RandyCraneSpeaks.com/CalOptima

PDFs of:

- This PowerPoint
- “Mastering Your To-Do List”
- “10 Practical Strategies for Accomplishing Big Goals from a (Former) non-Runner”

Plus a Discount Code for
Once Upon YOUR Time
and
Faith and the Magic Kingdom

