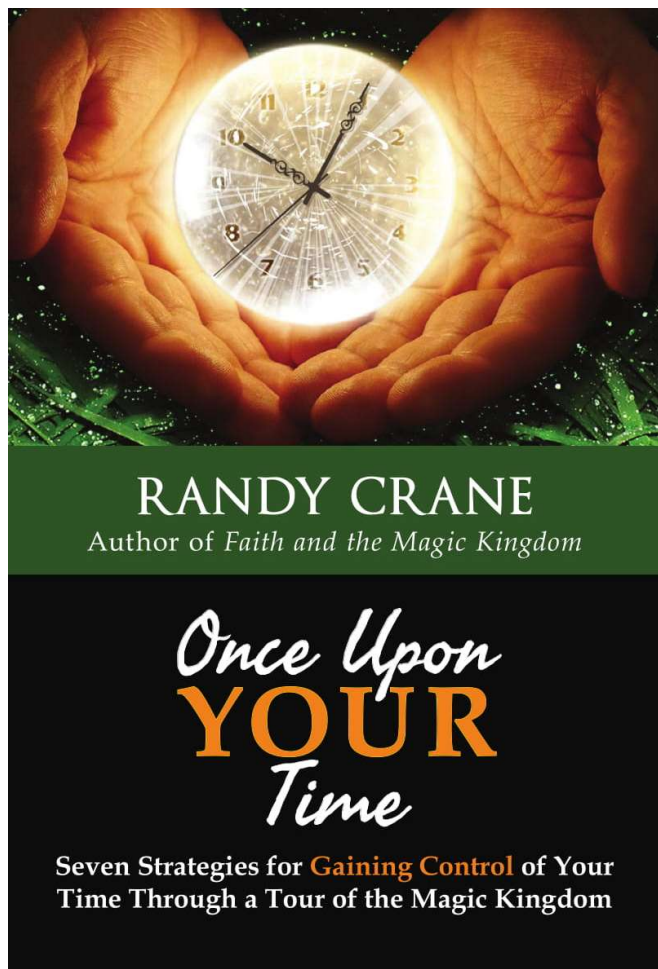


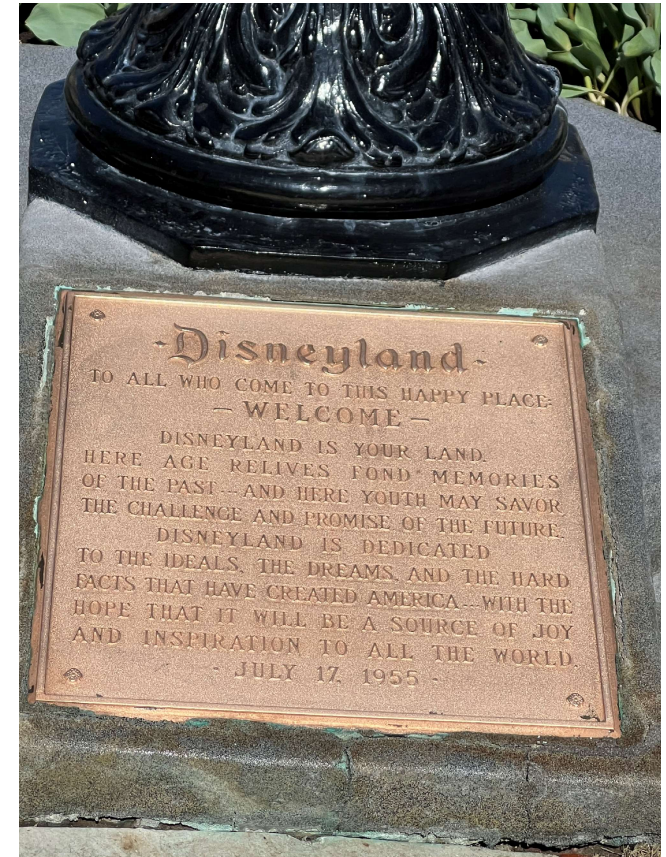


ANIA Conference Southern California Chapter January 26, 2024

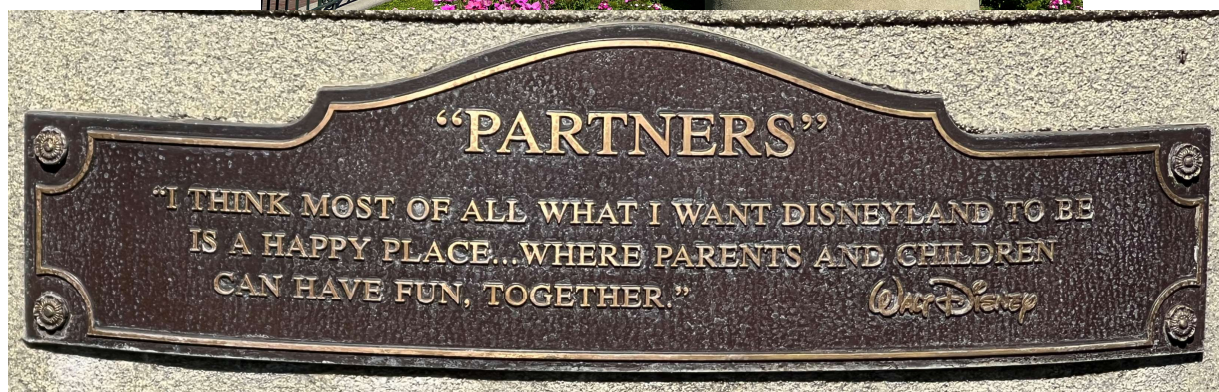
Once Upon YOUR Time 4 Key Strategies to Take Control of Your Time—and Your Life

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

Main Street U.S.A.



Main Street U.S.A.



Strategy – Have a “Motivating Why”

ANIA Mission

- To advance nursing informatics through education, research, and practice in all roles and settings.

ANIA Values

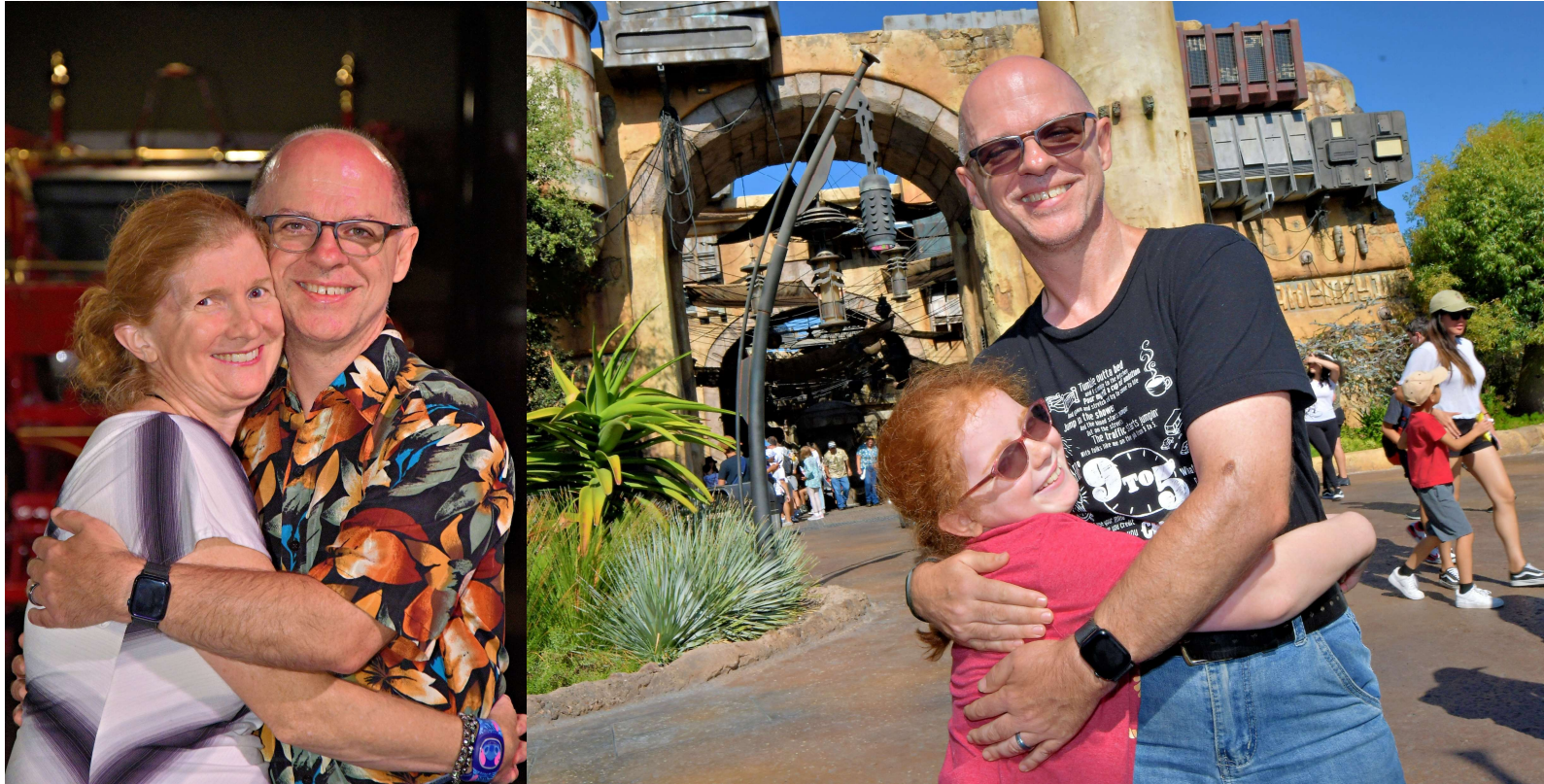
- Advocacy, Inclusion, Innovation, Integrity, Quality

ANIA Vision

- To be the organization of choice to advance nursing informatics.

The American Nursing Informatics Association (ANIA) is the association of professional nurses and associates who:

- Are committed to their specialty that integrates nursing science, computer science, and information science to manage and communicate data, information, knowledge, and wisdom in nursing and informatics practice.
- Identify informatics practice as a specialty that is essential to the delivery of high quality and cost-effective health care.
- Are committed to their professional development and seek to actively engage in a community of like-minded professionals.
- Use informatics to improve the health of populations, communities, families, and individuals by optimizing information management and communication.



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?”

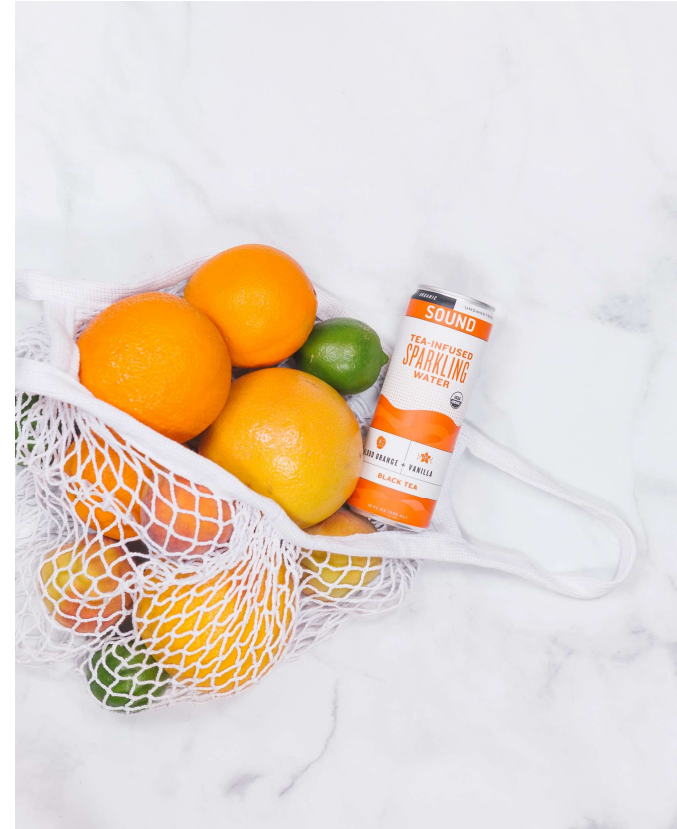
Entry Plaque



Opportunity Cost

Using a limited resource not only costs you the use of that resource, but also the opportunity to use it for something else.

Opportunity Cost



Strategic “No” Questions

- Does this request match up with or conflict with my core values?
- *Do I really understand the commitment?*
- Is someone else better suited to do this?
- *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?”**

Disneyland Railroad



Strategy – Prioritize (aka “A1 Scheduling”)

Example

- Review priority emails/calls
- Make a dentist appointment
- Requirements gathering for new project
- Go-Live support coverage
- Play Solitaire
- Create presentation for meeting
- Plan an upcoming event

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

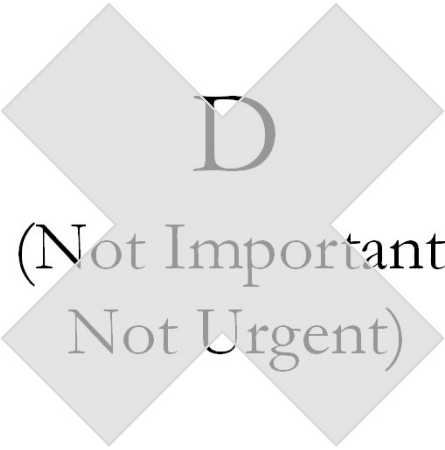
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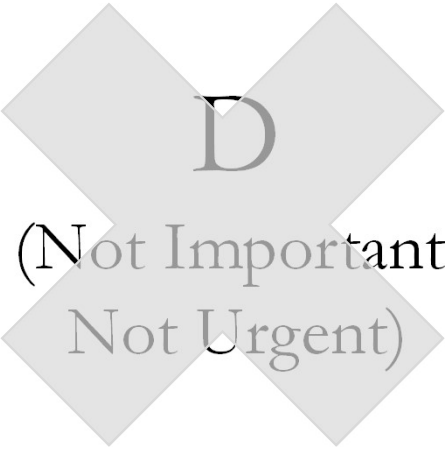
- Review priority emails/calls – **A**
- Make a dentist appointment – **C**
- Requirements gathering for new project – **B**
- Go-Live support coverage – **A**
- Play Solitaire – **D**
- Create presentation for meeting – **B**
- Plan an upcoming event – **C**

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

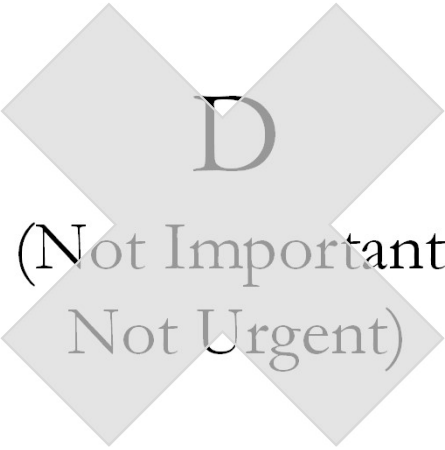
- Review priority emails/calls – **A**
- Go-Live support coverage – **A**
- Requirements gathering for new project – **B**
- Create presentation for meeting – **B**
- Make a dentist appointment – **C**
- Plan an upcoming event – **C**
- ~~Play Solitaire – **D**~~

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

- Review priority emails/calls – **A1**
- Go-Live support coverage – **A2**
- Requirements gathering for new project – **B2**
- Create presentation for meeting – **B1**
- Make a dentist appointment – **C2**
- Plan an upcoming event – **C1**

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

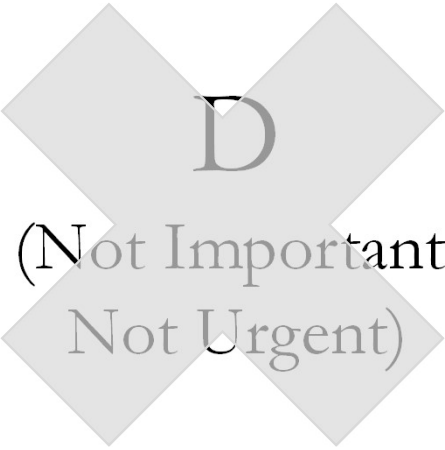
- Review priority emails/calls – **A1**
- Go-Live support coverage – **A2**
- Create presentation for meeting – **B1**
- Requirements gathering for new project – **B2**
- Plan an upcoming event – **C1**
- Make a dentist appointment – **C2**

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

Buzz Lightyear Astro Blasters



- Review priority emails/calls – **A1**
- Go-Live support coverage – **A2**
- Create presentation for meeting – **B1**
- Requirements gathering for new project – **B2**
- Plan an upcoming event – **C1**
- Make a dentist appointment – **C2**

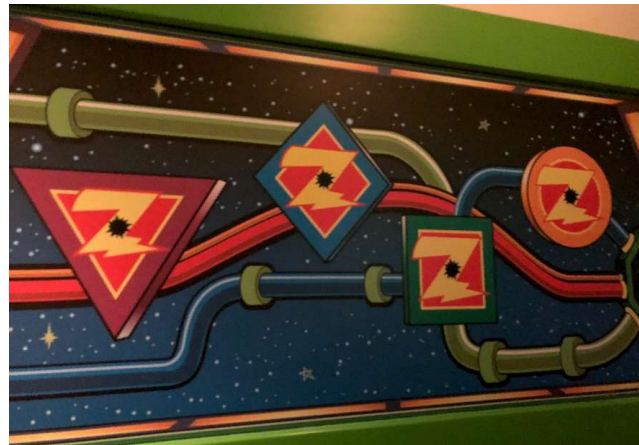
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- Review priority emails/calls –
A1
- Go-Live support coverage –
A2

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

- Review priority emails/calls –
A1
- Go-Live support coverage –
A2

A (Important, Urgent)	B (Important, Not Urgent)
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Have a “Motivating Why”

Say “No” Strategically

Prioritize (“A1 Scheduling”)

Easiest First, Highest Next

For *you* at:
RandyCraneSpeaks.com/ANIA



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

