

SIUE Project Management Symposium

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE
SCHOOL OF BUSINESS



Welcome!

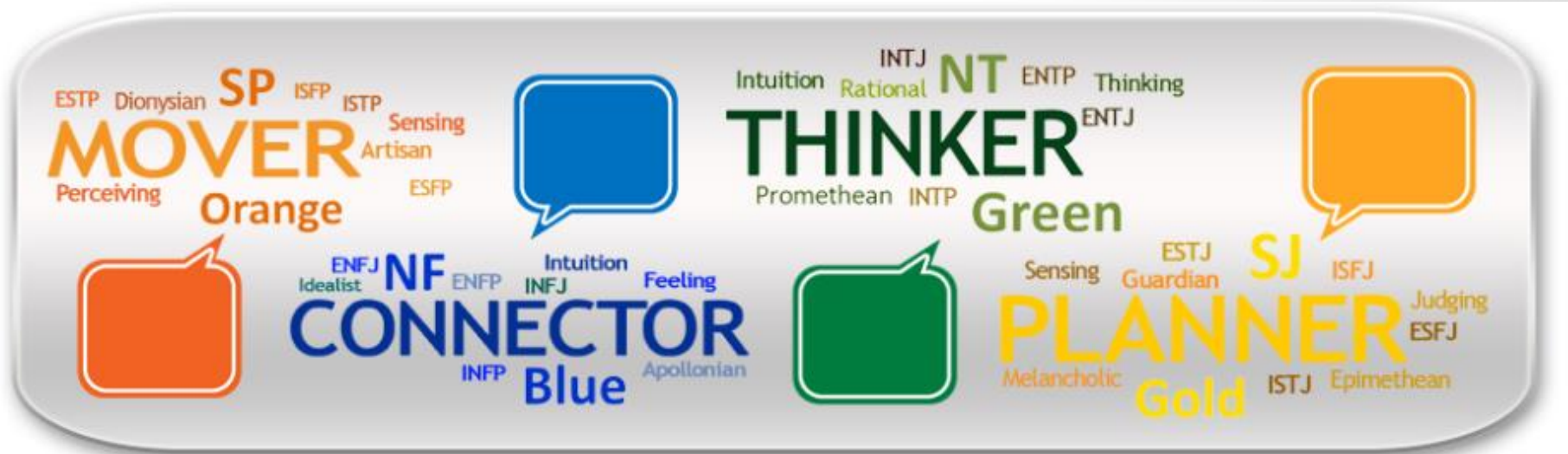
- Introduce yourself to 3-5 People
 - *Name*
 - *Where you Work*
 - *What you Do*
 - *Hobbies*



Characteristics

BLUE	GOLD	Blue <ul style="list-style-type: none">• In tune with feelings & emotions• Avoids issues & conflict• Good at motivating others• Values honesty, friendship & trust
emotionally driven seeks harmony in groups enthusiastic creative sympathetic	loyalty driven respects rules and authority responsible organized appreciative	Orange <ul style="list-style-type: none">• Needs fun, variety & stimulation• Is spontaneous and care-free• Values optimism, risk-taking & interaction• Doesn't like routine or structure
ORANGE	GREEN	Gold <ul style="list-style-type: none">• Follows rules & respects authority• Values punctuality, stability & organization• Always wants to follow an agenda or plan• Is loyal, responsible & reliable
short-term driven welcomes change and variety adventurous competitive impulsive	logically driven independent thinker focused efficient analytical	Green <ul style="list-style-type: none">• Seeks knowledge & understanding• Wants to talk facts - not feelings• Values logic, detail & information• Asks questions & avoids small talk

Personality



BLUE

"How does that make you feel?"

ORANGE

"Just do it!"

GOLD

"Be prepared."

GREEN

"Why?"

Temperament

What's Your *Communication Style?*

Connector



Planner



Thinker



Mover



Free communication style quiz:

<https://personalitylingo.com/free-communication-style-quiz/>

Harvard Business Review

What Makes Some People More Productive Than Others

by Robert C. Pozen and Kevin Downey

HBR Productivity Survey

- Survey Background
- Survey Results
- Productivity Patterns & Tips



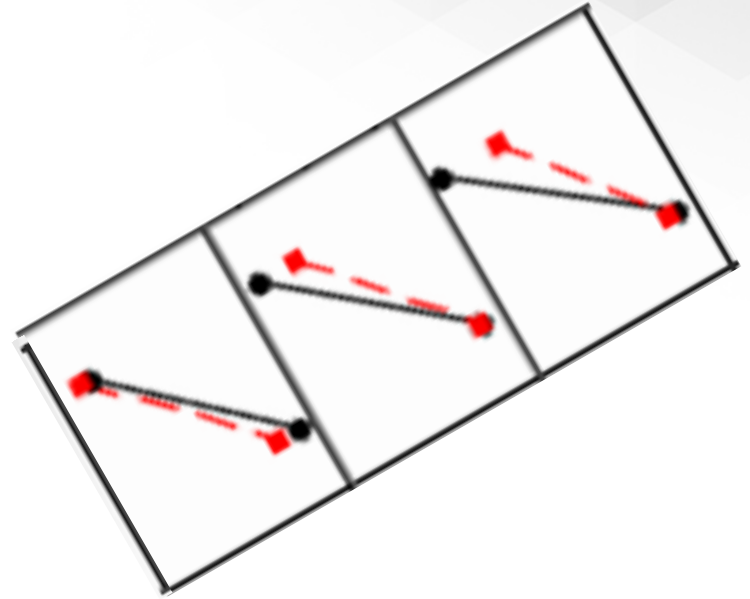
Survey Background

- In 2018 HBR.org published a survey to help professionals assess their own personal productivity – defined as *the habits closely associated with accomplishing more each day*.
- Nearly 20,000 people from six continents completed it.
- The results provide some useful insights into important productivity habits and challenges facing professionals.



Patterns

- Hours Worked
- Age / Seniority
- Gender



Multitasking

- *Thoughts?*

- Lose Time
- Decrease Quality
- Increase Stress

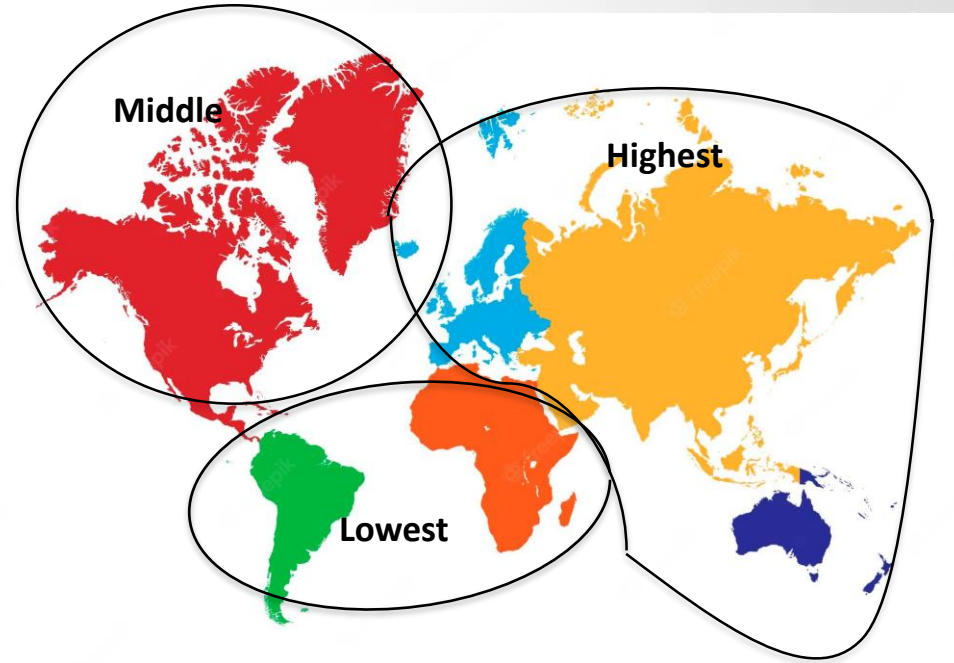
Productive People:



- Plan & Prioritize
- Manage Volume
- Understand Others

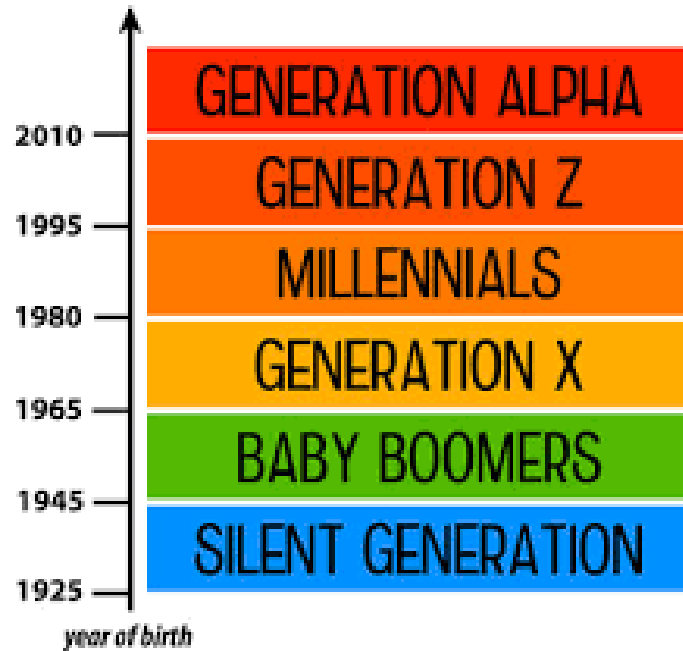
Results

- Geography
- Gender



Results

- Age
- Seniority



Habits of the Highly Productive



- Overcome Procrastination
- Plan & Prioritize
- Manage Volume

Activity

Know your audience



Habits of the Highly Productive



- Understand the needs of your colleagues

How to Contact Us



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Prioritization

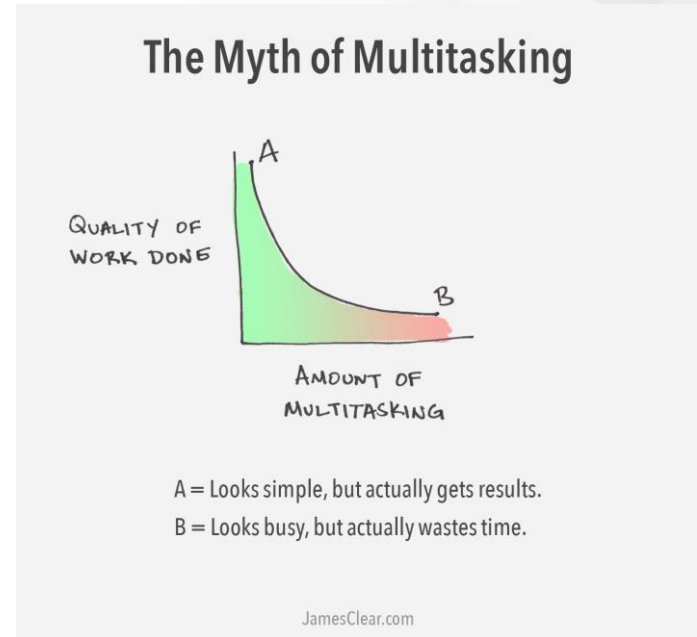
“The key is not to prioritize what's on your schedule, but to schedule your priorities.”

Stephen Covey

- [Do the worst thing first](#)
(Eat that Frog, Brian Tracy)
- [MIT – Most Important Things/Tasks](#)
- [Employ Parkinson's law - set a deadline](#)
- [Decision Matrix \(AKA Urgent-Important 4-square\)](#)

Multitasking

- [The Myth of Multitasking: Why Fewer Priorities Leads to Better Work - James Clear](#)
- [Psychology Today – The Myth of Multitasking](#)
- [BrainWorld – The Myth of Multitasking](#)



Productivity

- [Tim Urban: Inside the mind of a master procrastinator | TED](#)
- [The Art of Stress-Free Productivity: David Allen at TEDxClaremontColleges](#)
- [Enter the cult of extreme productivity | Mark Adams | TEDxHSG](#)
- [A More Human Approach to Productivity | Chris Bailey | TEDxLiverpool](#)



Time Management

articles

videos

- [Pomodoro](#) [video](#)
- [Time Blocking](#) [video](#)
- [1 Minute Rule](#) [video](#)
- [168 Hours](#) [video](#)

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*