**From our Session on Time Management**

**“Interruptions Are Your Work”**

Questions We Considered:

1. What structures do you have in place to support your thinking?  (Do you use a planner?  Do you use your calendar on your phone?  Do you have a visual calendar in your office?  Do you set reminders?)
2. How do you choose what you will say yes to, and what you will say no to?
3. What do you do when someone dies and you have to rearrange everything to be present to the grieving?
4. Do you have reliable people to whom you can delegate work?  How do you choose what you delegate?
5. How do you care for yourself?  Do you have someone with whom you can share everything about your work?  The good, the bad, the ugly.

Things to remember:

*“To achieve great things, two things are needed:  a plan, and not quite enough time.”* – Leonard Bernstein

What is your style?

Do you do things way ahead?

Do you wait until there might not be enough time?