

Huddle Notes November 26, 2019

Cindy Stein started today's Huddle by introducing David Burton from the University of Missouri Extension Office. He went over being Crazy Busy and how to manage life's business.

Crazy Busy: *Ideas for Prioritizing Your Life so it is Not Crazy Busy*

- As we get older and take on more responsibilities it is easy to become overwhelmed
- It's safe to say that on a typical day our responsibilities, requirements, and ambitions add up to more than what we can handle, whether we admit this or not
- This feeling of overwhelm can take hold when we haven't established our priorities

Do you think time management is more difficult now?

- Time is precious and cannot be bought or stored
- The issue of crazy busy adversely affects two of three people causing self-esteem issues
- In order to eliminate the excessive busyness- aka the "busy beast" we must eliminate what we will no longer do
- Not all good things you could do, you ought to do: Prioritize what's important

Many suggestions have been made on how to manage time better

- Suggestions have been to set deadlines
- Find your value per hour, time scraps
- Special calendars, and organizers promise results for time management

The Problems Go Deeper Than Planners

- Time management issues and busyness arise in business when we overestimate our own importance
- Issues such as: Pride, Self-centered ambition, and People-pleasing tendencies all can hamper productivity and create an exhaustion of busyness
- Try asking yourself: Am I trying *to do Good? Or be Good?*

Suggestions to Consider

- Planning and Process
- Touch it Once
- Office Logistics and Respect
- Schedule Yourself
- Reduce Interruptions
- Delegate well
- Work at work / Home at Home
- Not Important But Due Soon

Other Resources:

Crazy Busy by Kevin DeYoung

Tyranny of the Urgent by Charles Hummel

Power of Habit By Charles Duhigg

Free to Focus By Michael Hyatt

Eat the Frog By Brian Tracy

Why do we prune?

Pruning is cutting away the good, to get to the Best.