Student Leaders Conference

The Effective Leader
Doing It All & Succeeding

Phillip Nevels.
Academic Coordinator, Equal Opportunity in Engineering Program
Agenda

• Guiding Principles for Effective Leaders

• Being Strategic With Your Time

• Priority Management (Execution)

Source:
UT Austin Sanger Learning & Career Center
6 Guiding Principles for Effective Leaders

1. Be Proactive
2. First Things First
3. Begin With the End In Mind
4. Character Matters
5. Synergize
6. Find a Balance

Source: Modified from Stephen Covey’s 7 Habits of Highly Effective People
Being Strategic With Your Time

Practical Application
# Being Strategic With Your Time

<table>
<thead>
<tr>
<th>Obligations</th>
<th>Ave # hrs/day</th>
<th># of days</th>
<th>Weekly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sleeping</strong> - On the average, how many hours do you sleep at night and take naps during the day?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hygiene</strong> - How many hours per day are used for hygiene?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Eating</strong> - Amount of time eating, meal preparation and clean up per day?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Class</strong> - Total hours in class. (Determine daily average and multiple by 5 days per week.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Work</strong> - Total hours at work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel</strong> - Determine average number of hours commuting, parking, and walking to class per day.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Exercise</strong> - How many hours are committed to working out?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Errands</strong> - How much time is devoted to errands each day?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Community</strong> - Hours committed to volunteering or attending church, community/org meetings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Leisure</strong> - Time spent with friends, family, watching TV/movies, going to parties, etc.?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total obligations for the week:**
Tips for Weekly Planning

☐ Schedule your week at a regular time. Spend 5 or 10 minutes at the beginning of the week to lay out a plan and then follow up on the plan each day. Modify or add activities through the week as needed.

☐ When you make a schedule, first record activities that remain the same for each week (e.g., classes, regular meetings). Then schedule activities that are subject to change each week (e.g., assignments).

☐ Reserve large blocks of time—such as an hour or more—for working with new material or learning complex concepts.

☐ Figure out how long you’re able to concentrate, and divide large blocks of time into smaller blocks of that length. Be sure to give yourself breaks.

☐ Use short periods of time—15 to 30 minutes—for preview and review.

☐ Don’t overdo it; leave some blank space on your schedule for spontaneity and the unexpected.

Source:
UT Austin Sanger Learning & Career Center
Execution: Achieving Effectiveness through Priority Management

Practical Application
Defining Dimensions of Priority Management

- **Urgent**: Requires immediate attention; or does not require immediate attention
- **Important**: Based on personal values and guiding principles (important, or not important)
Priority Management

• Stephen Covey’s guiding principle....

Organize & execute around priorities.
Priority Management by Stephen Covey

I. Urgent Important
   The Quadrant of Necessity

II. Not Urgent Important
    The Quadrant of Opportunity

III. Urgent Not important
     The Quadrant of Deception

IV. Not urgent Not Important
    The Quadrant of Waste

Source: Stephen Covey
Seven Habits of Highly Effective People
It takes 21 days of repetition to form a habit.

Student Leaders Conference

The Effective Leader
Doing It All & Succeeding