

Systematic operational Self-Management: SMan Daily Projects & Weekly Passage

1:1 Instruction & Equipment



2h Starter Workshop

Response Curve

Use in day-to-day work



2ease SMan Web-App Service-Plattform www.smoff.ch

eMentoring for 1 month

Smart Self-Management Starter Workshop 2019

Course leader:

Jürgen Lauber

www.JLauber.ch



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□ Summary



WohlErgehen

Strategic Goal:

Well-being of myself and persons close to me

Assure short, mid and long-term well-being despite the 21st. century's challenges

Strategy :

More productivity, appreciation and/or joy in work life

Tactic:

Develop my current intuitive, unsystematic self-management to a professional, standardized, systematic self-management, which can be mentored and is adapted to the 21st. century work life.

It needs systematic change in how leads his life i.e. himself

Unsystematic Selfmanagement

- incidentally | intuitively
- Handling of operational work load
- Developed by chance, inconsistent
- Always alone with your weaker self and your misconceptions, misunderstandings
- Worried forgetting relevant things
- Little anticipation and mid-/long term perspective



Systematic Selbstmanagement

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- Knowingly | organized and structured
- Master your work life and your daily operations
- Standardised, documented, optimized
- Instructions, Feedback & Mentoring possible
- Motivating group dynamik
Community Feeling
- Ensures that nothing of relevance get forgotten or is lost out of sight.
- Full overview in short and long term is guaranteed by system design

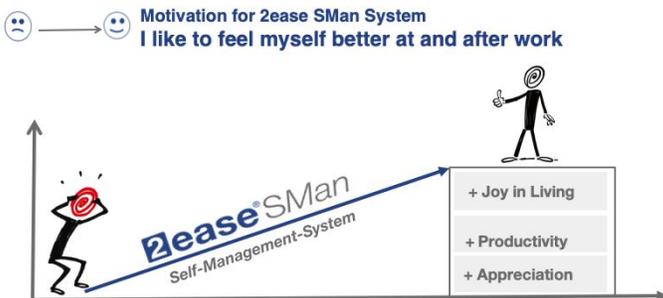


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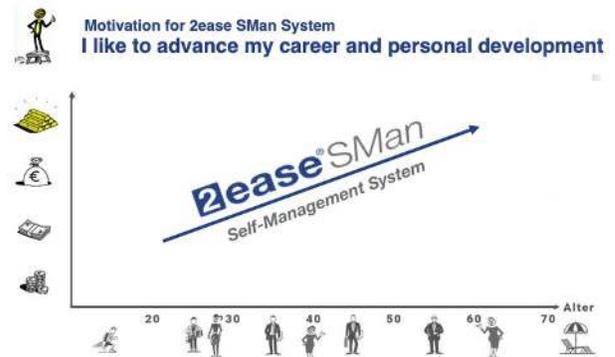
SMan Kurs Unterlagen (C) 2ease.org 2019

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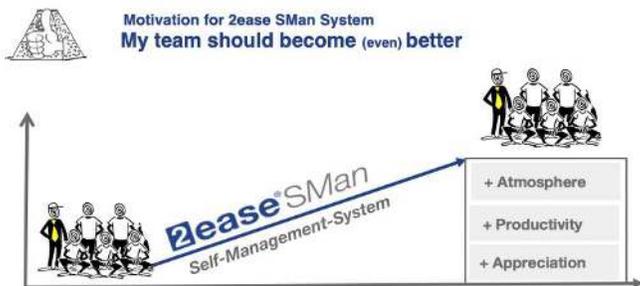
Four key motivations for systematic change in the way you manage yourselves and others.



To avoid stress- Relieve from stress - Peace of Mind at work



To ensure career and your professional success.



Manage myself and other systematically better.



I am paid to give my best! My duty as employee.

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□ 2ease SMan provided everything needed to facilitate the implementation and durability of systematic, professional self-management.

Self-Management



These are the skills required for self-management:^[8]

1. Being able to autonomously set meaningful and authentic goals for oneself.
2. Being able to come up with a plan and a strategy to efficiently achieve the goals.
3. Being able to follow your plan consequently.
4. Being able to conduct regular quality checks and progress control.
5. Being able to analyse the quality checks in order to come up with corrective actions to become more efficient.

Quelle: <https://de.wikipedia.org/wiki/Selbstmanagement>

Well thought-out Management System

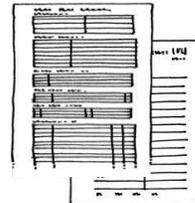
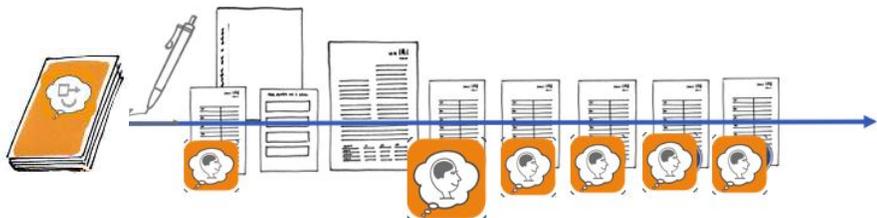
2ease[®]SMan Smoff-Time

Day-to-day work Management System

2ease[®]SMan SNoteBook

Work life Management system

2ease[®]SMan



Profit more from your surrounding and your already existing opportunities. Systematically better use what is already available.

Diversification and development of your skills, opportunities and professional surrounding.

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2ease SMan consists out of 3 Leadership Tools and a supportive Web / IT Service Platform.

Through them you will be systematically guided to a more professional and standardized selfmanagement on a daily basis

Well Thought Out Assistant

2ease[®]SMan Smoff-Time

Take a few minutes every morning to go „smart-offline“ to reflect and project your day, in order to get in the right mental state at the start of the day.



Operational-tactical management system

2ease[®]SMan SNoteBook

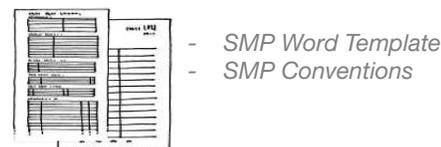
Every day and weeks projects, goals and appointments will be projected by hand and reflected upon. Never lose sight or forget about anything relative.



Strategic management system

2ease[®]SMan SMasterplan

Reflect and project your worklife 2-6 per year. Take 2-3 hours for each session to work on strategy development and raising your consciousness. Collection and consolidation of ideas, options, resources and scenarios.



2ease[®]SMan Service-Plattform

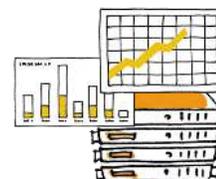
www.smoff.ch



E-Mail Services
-To motivate
-To guide



Webservices
- Smoffen Assistance
- Snotebook eMentoring
- Training- / Peer-Groups



Reporting.
Visualisation-
and Rating-
Services

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2ease SMan is a dynamic control system that focuses on a single work day at once

Every potentially relevant thought has his space and will be used. Nothing gets lost or out of sight.

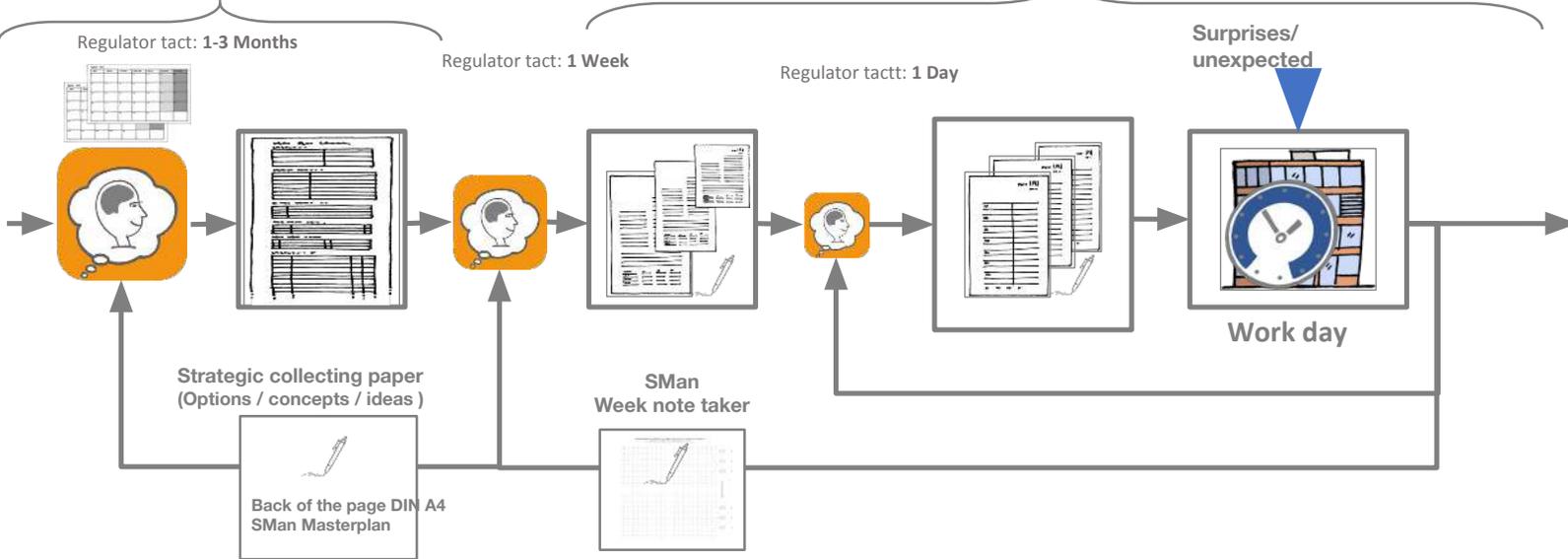
To lead yourselves and others systematically better on strategical level

2ease®SMan SMasterplan



To lead yourselves and others systematically better in the day-to-day work life

2ease®SMan SNoteBook



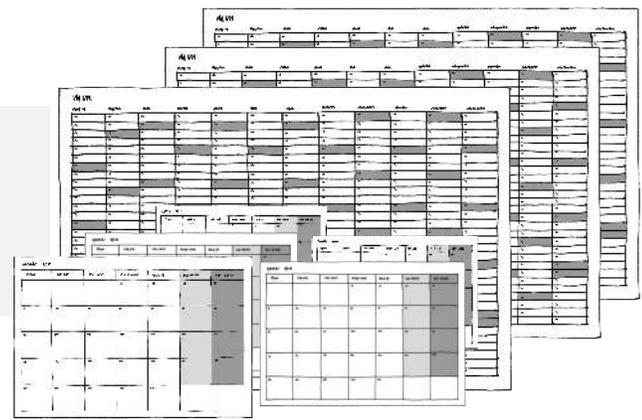
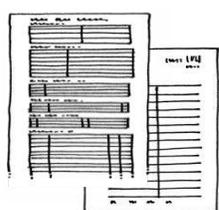
SMan Workshop 3 (28.10.2019)

SMan Workshop 1 + 2 (23.9.2019) + 1:1-Mentoring

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2ease®SMan SMasterplan

My strategic Goals /- Projects /-Options and collection of resources

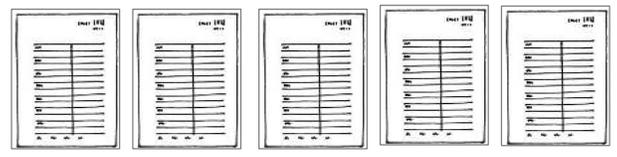


2ease®SMan SNoteBook

My Goals /- Projects/- Plans for weeks

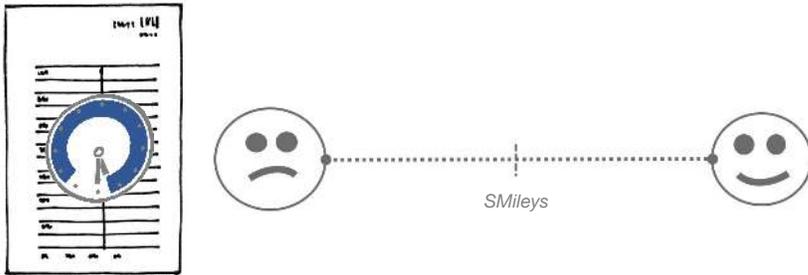


My Goals / -Projects / -Plans per days



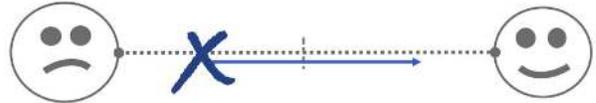
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Having plenty, good work days and weeks.
 - No bad ones anymore!



How can I make my days and weeks better?

- The world is how it is.
- The workplace is how it is.
- I am how I am.



I change systematically what I plan to realize how and what I realize

SMan specifically facilitates those 3 changes

This reflects you and your life

- 1: What you plan to do– What are your projects?
2. What are you doing to realize your projects?
3. Which goals will you fulfill when you realize your projects?

Projects

- Projects serve the pursuit of one or multiple goals.
- A goal can require many projects



Systematic use of resources

- Ideas / Knowledge
- Time
- Material
- Relationships
- Infrastructure

in order to pursue goal(s)

The core of the SMan Selfmanagement System - This will be systematically changed

What do I plan to do during my day and what do I actually do ?

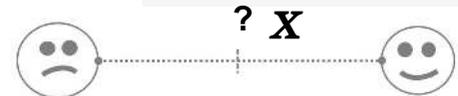
Fill your day with as many value creating activities(projects) as the operative environment lets you.



Carpe Diem - Seize the day.

Every day will be projected before it starts

Its starts with complete project & goals reviews of the previous work day to adjust to the newest situation.



Primary goals for rating the past day?
Cross utmost on the right



Do I ask myself more meaningful and goal oriented questions daily?

The threshold for the accomplishment of my daily goals/projects



I will not ask anymore: „How was my day“ (it relies too much on external influence - coincidence)

instead

I ask myself: „What did I make out of my past day?“

I also will not ask myself anymore_“Have I finished everything?“

instead

„How well did I utilize time, freedom and opportunities of the past day to pursuit my goals?“

Primary SMan goals for each days

1. Feel good

Felt good at and after work. Slept well at night. Peace of Mind.

2. Pursuit of goals

Did I you my time to advance my goals and projects?

3. Investment in Future

Manged to do something for future?
Or just reactive, operational work

No.

Felt bad at work and after. Was worried,

No.

Too much time spend without meaningful purpose.

No.

Consumed „Good Will“
More backlog.

Three times No

=



Yes.

I felt good yesterday. Was at ease with myself and others.

Yes.

No time and attention wasted. Fully focussed on my goals.

Yes.

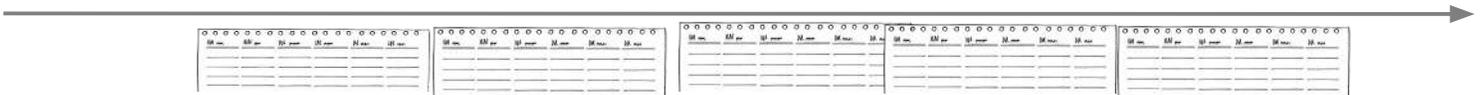
Pursued also strategic goals / projects not just operational daily work

Three times Yes =



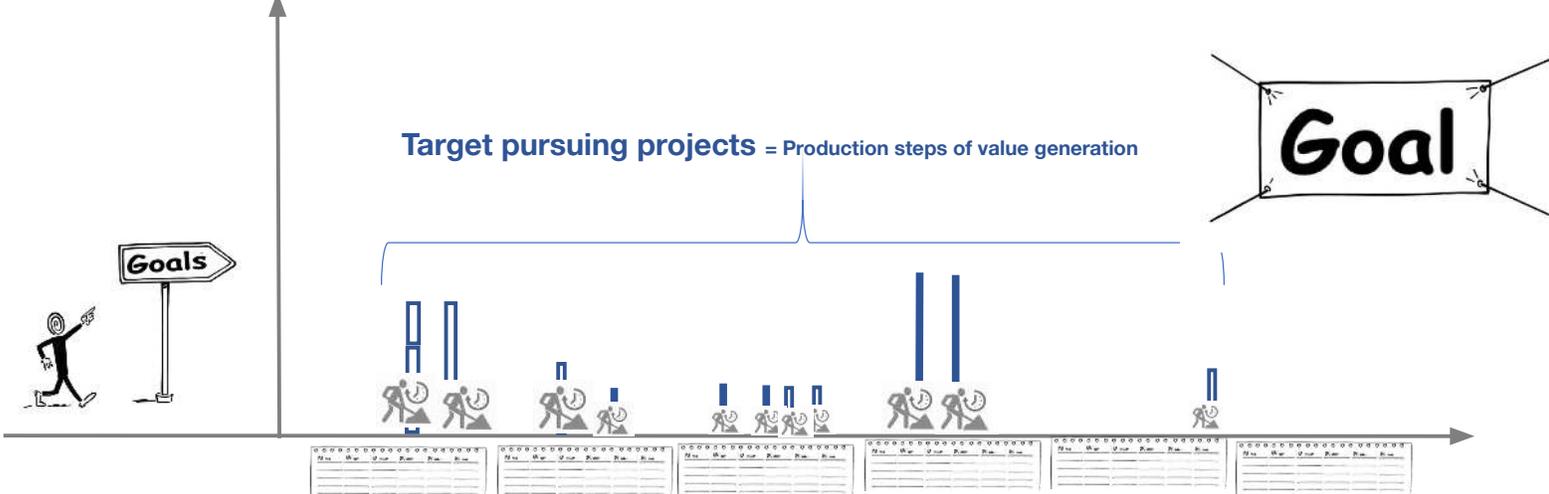
Each goal has a value:

- The pursuit of a goal is value creation
- The completion of a goal is the end of a value creation= Output
- The effort needed to fulfil the goal and the value of the goal fulfillment define the productivity.

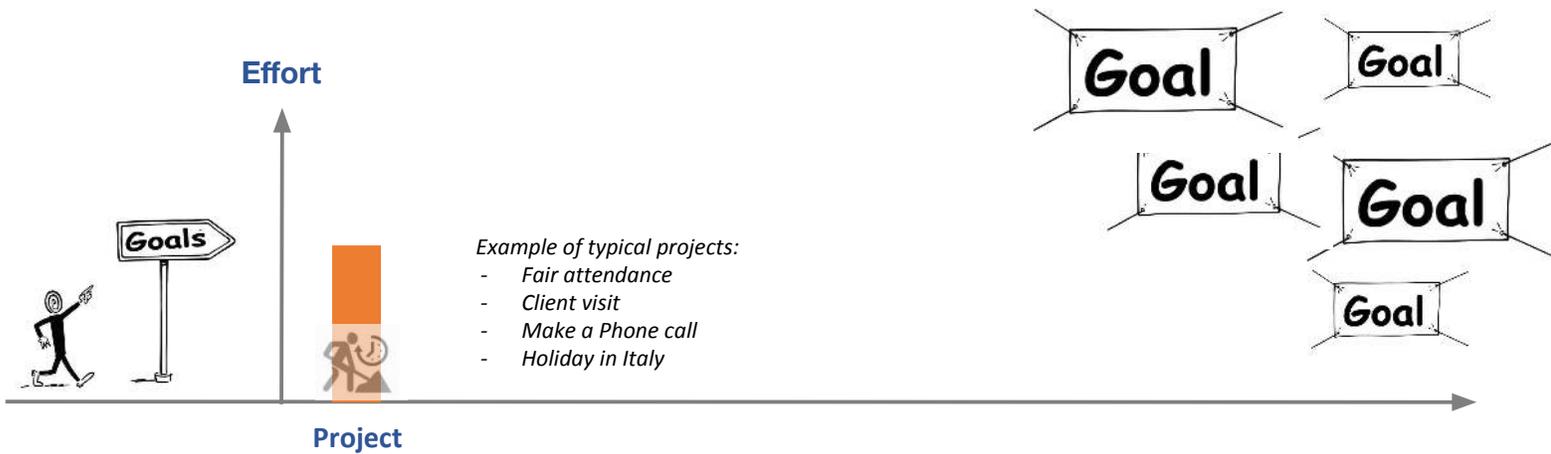


Major goals need many projects (Value creation steps)

Effort / Complexity of projects

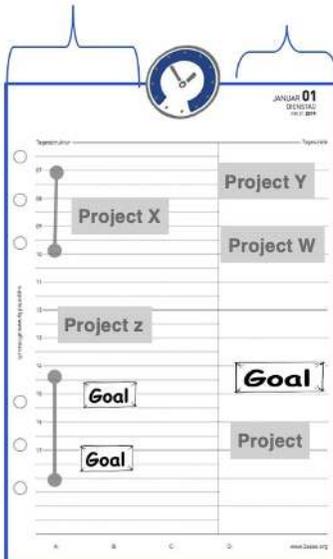


With one project you should work towards the completion of multiple goals =>more productive



SMan projects of the day

Structural design / Work flow of day Defined project / goals wo.-chronological order



Pursue of this projects (goals) is planned for the day.

my Project

- What to do? Which goals to pursue?
- When?
- Urgency / Necessity
- Type - Classification
- Size - Complexity
- Completion – End

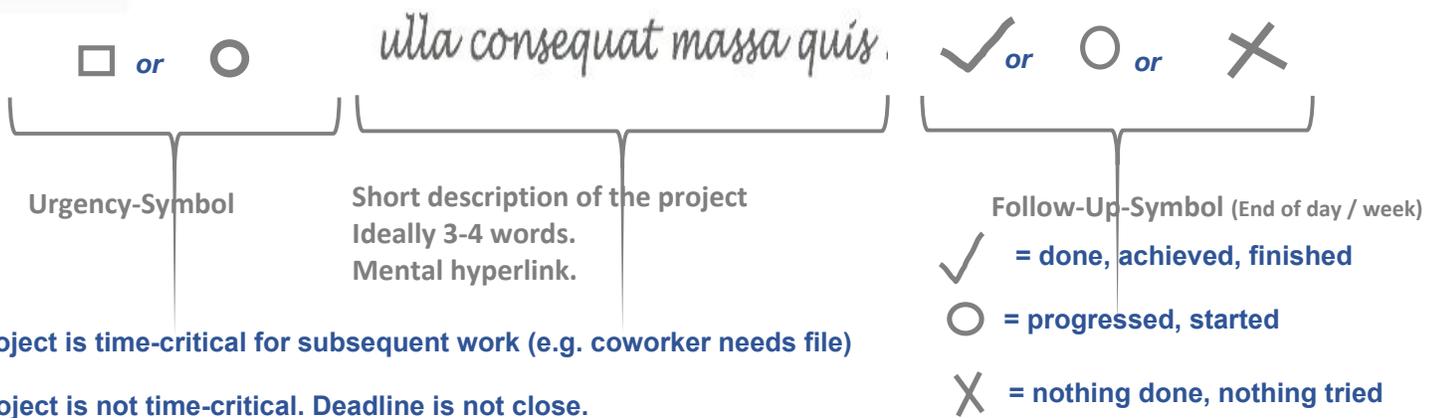


Record projects=> Set goals for the use of my time and concentration



Define and follow up SMan projects

All projects in SMan consists of these 3 compulsory parts



Projects are evaluated the morning after the day on which they have been scheduled. Uncompleted projects have to be reallocated or stopped. Thus nothing gets forgotten or lost.

Process of the daily- and weekly projecting in the morning before the operational work starts.

- 1: Finish off with previous day: Tick off all the projects and goals from the day before with a completion-symbol. Reallocate uncompleted projects
- 2: Mark all the new projects and goals with an urgency-symbol.

- The extent resp. Complexity of a project can be visualised through the size of the urgency-symbol

SMan Day Projection

To project a day = Fill your day with projects while respecting your predefined events and obligations.



To Smoff: Projecting your day early morning – Content and structures of the new work day

Reminder Smups-E Mail will be sent to you every morning (Default time 6.00 AM)
– Smoff-cycle will be recorded, analysed and visualized

Daily projecting

Basic structure SMan Project-paper

Make yourself a sketch every morning of how you want to use your day



To Smoff:
Projecting your day early morning – Content and structures of the new work day

31 DEZEMBER
MONTAG
KW 01 2019
Tagesprojekt

Motto, focal point or the profile of the day

Tagesstruktur ————— Vorhaben

07
08
09
10
11
12
13
14
15
16
17

Structure of the day

- **Obligatory Appointments** with related goals / projects and reminders
- **Time window** with related goals / projects and reminders
- **Projects that are chronologically ordered**

The important projects / goals that will influence your day

Projects / goals that come from operative and reactive everyday work.

Strategic goals / projects. Investments in the future. Security.

Tages-Review —————

😊 😊 😊 A: B: C: D: © Zease.org

Every new day will be projected (structured and filled with projects) in order to facilitate the completion of the primary SMan daily goals (in spite of all surprises, disturbances and adversities)



SMan conventions to structure your daily schedule

Fixed appointment:

- Has name / title next to starting time
- Arrow goes from start to end of the meeting
- Straight horizontal starting line
- Should include goals / projects / reminders

Zeitfenster:

- Has name / title next to starting time
- Has curved starting line
- Should include goals/projects / reminders

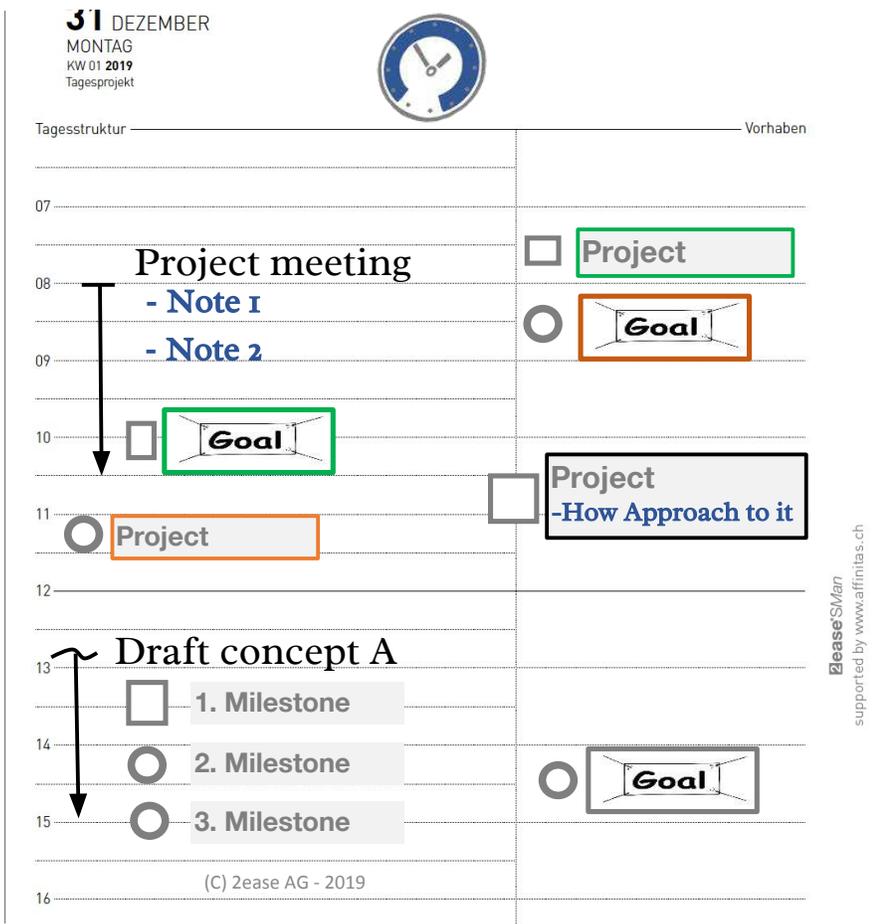
31 DEZEMBER
 MONTAG
 KW 01 2019
 Tagesprojekt

Tagesstruktur	Vorhaben
07	
08	Projektteam I Meeting
09	<i>Space for goals/ projects / reminders (-).</i>
10	
11	
12	
13	Preparation appraisal interviews
14	<i>Space for goals/ projects / reminders (-).</i>
15	
16	

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Schematic example

Projecting of a new day while smoffing



End of the previously projected day (day before)

Have you met your primary SMan daily goal?

1. Feel good

Felt good at and after work. Slept well at night. Peace of Mind.

2. Pursuit of goals

Did I you my time to advance my goals and projects?

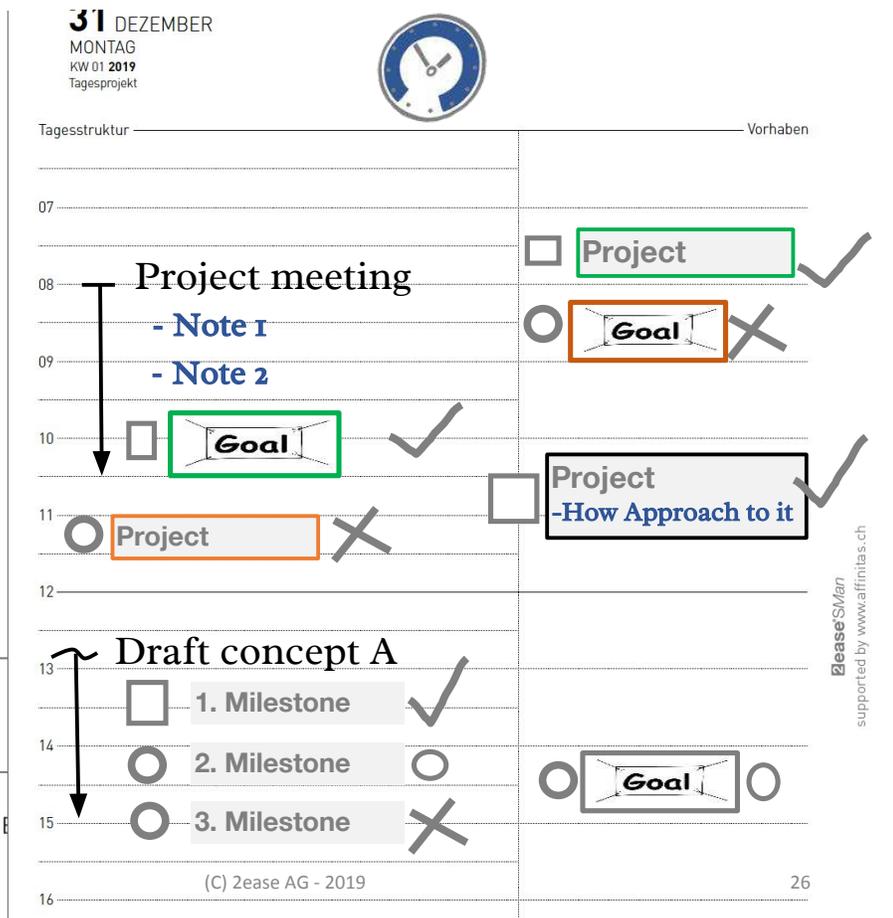
3. Investment in Future

Manged to do something for future? Or just reactive, operational work

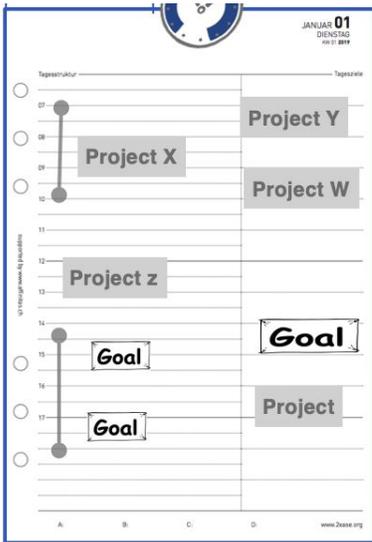
Tags-Review | Day Review



A:



The day's portfolio of projects, goals, milestones



SMan pages is not a documentation of the work done at a given day.

The SMan page documents your goal setting, project definitions at the start of the working day. The Sman page documents your professionalism to systematically get the most out of the opportunities the day has offered you.

Consideration on strategic projects for single days:

Main influence for productivity and appreciation in the 21st. centuries corporate environment

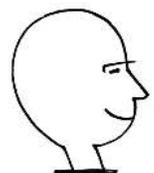
Negative factors →

- Leave someone hanging
- Let something hanging
- Forgetfulness
- Errors
- Misunderstanding
- Information gap
- Stress / uncertainty
- Disorientation



Positive factors ↗

- Offer help
- Appraisal
- Say thank you
- Make sure someone understands
- Remind your colleague of something



Strategic goals / projects for single days which will foster productivity, value creation and joy at work

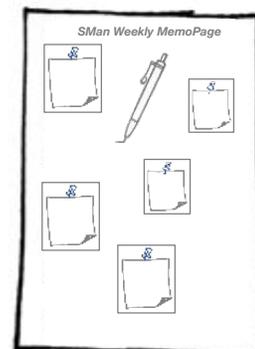
The place for the small things with enormous impact. Nice to do, but you are never obliged to do them.

- Project
- Goal
- Project

supporte

- Ensure, that your colleague has understood his task correctly
- Ensure, that the mail you have sent has been understood correctly
 - Say thank you
 - Say sorry
 - Praise someone
 - Nicely remind someone
 - Give feedback to someone
 - Verify the time of an appointment
 - Clear up misunderstandings
 - Offer help / advice
 - Introduce yourself to a new starter
 - Double check something
 - Plan to make a decision
 - Coordinate with colleague

SMan Weekly MemoPage



How well have I used this weeks oportunities and freedoms for myself ?

Primary SMan weekly goals

1. Feeling Good

Did I have last week good mood and positive feeling? Pondering, doubts and fear a weekend?

2. Pursued my goals

Did I use my attention and time to pursue consistently my goals and projects?

3. Invested in the future

Have I done something well for the future? Have I done more than just focusing on the day-to-day operative business?

No.

I felt bad and had a bad mood.

No.

I have let myself be distracted often. Lost too much focus. Waste of time.

No.

Consumed „Good Will“. Lost reputation. Did not progress.

Three times NO =



Yes.

Felt good and had a nice and energizing week.

Yes.

Did not waste my time and attention on useless things. Resisted well to time thieves.

Yes.

Next to fulfilling my operative duties I also pursued strategic goals

Three times YES=

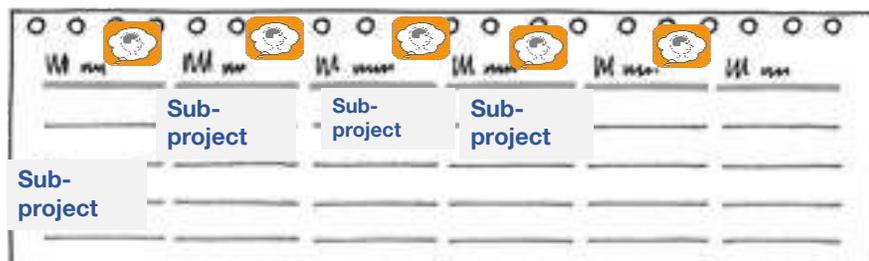


Weekly Goals: Need dynamic definiton of sub-projects daily



Effort / Complexity

Project





PROJEKTBLATT KALENDERWOCHE 01
Ziele, Vorhaben, Ressourcen

Goal

Project

Progress

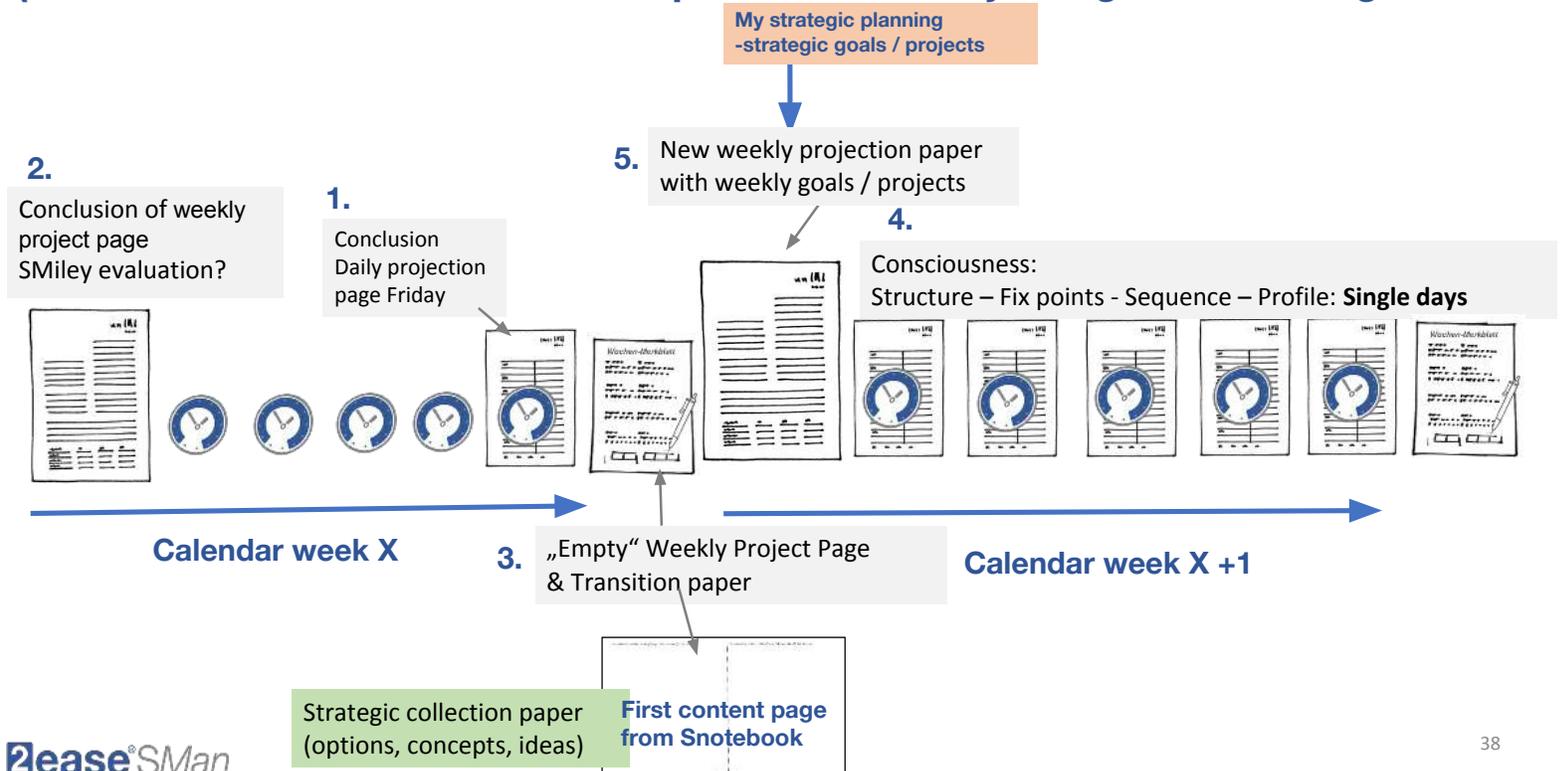
Weekend-Zeitbilanzierung

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SMan Week Passage

(Conclusion and evaluation of the past week & Projecting the following week)





Goal ✓ **Goal** ✗

Project ✓ **Project**

Progress ✓

supported by www.aisee.com

Week review / Remarkable info

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