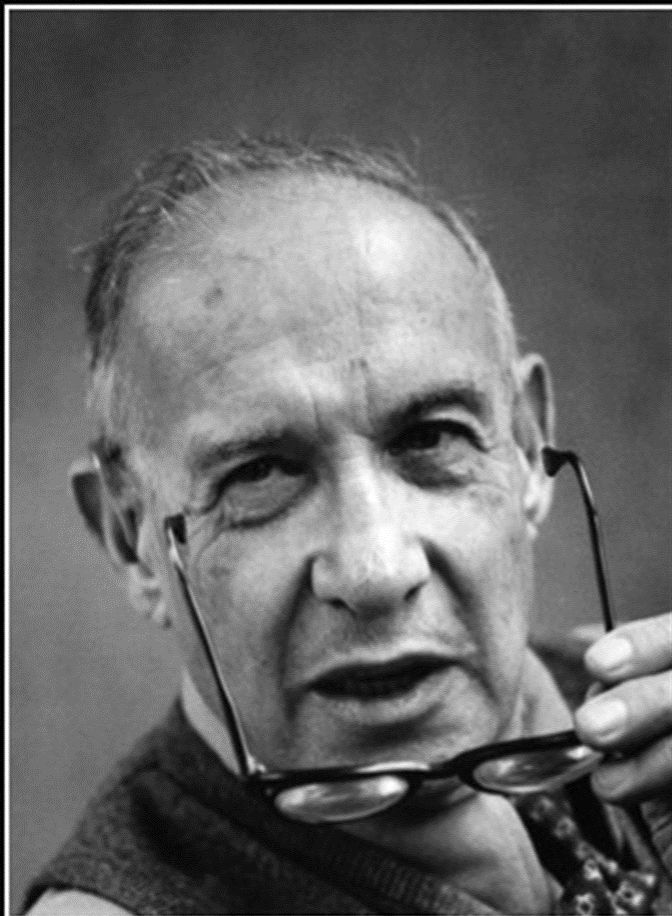


Manage your Overwhelm



Mary Patry

What must STOP to spend time on what you want to do?



We spend a lot of time teaching leaders what to do. We don't spend enough time teaching leaders what to stop. Half the leaders I have met don't need to learn what to do. They need to learn what to stop

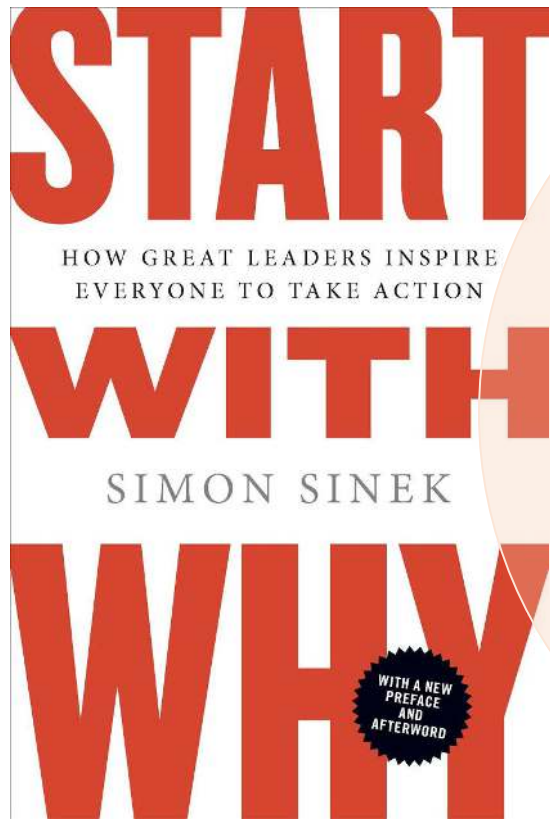
— *Peter Drucker* —



**In the event
of an
emergency
put your
own mask
on first.**

**Only then
can you help
others**





WHY

HOW

WHAT

“WHY” = THE PURPOSE
Your motivation? What do you believe?

“HOW” = THE PROCESS
Specific actions taken to realize your why

“WHAT” = THE RESULT
What do you do? The result of your why. Proof

What is your WHY?

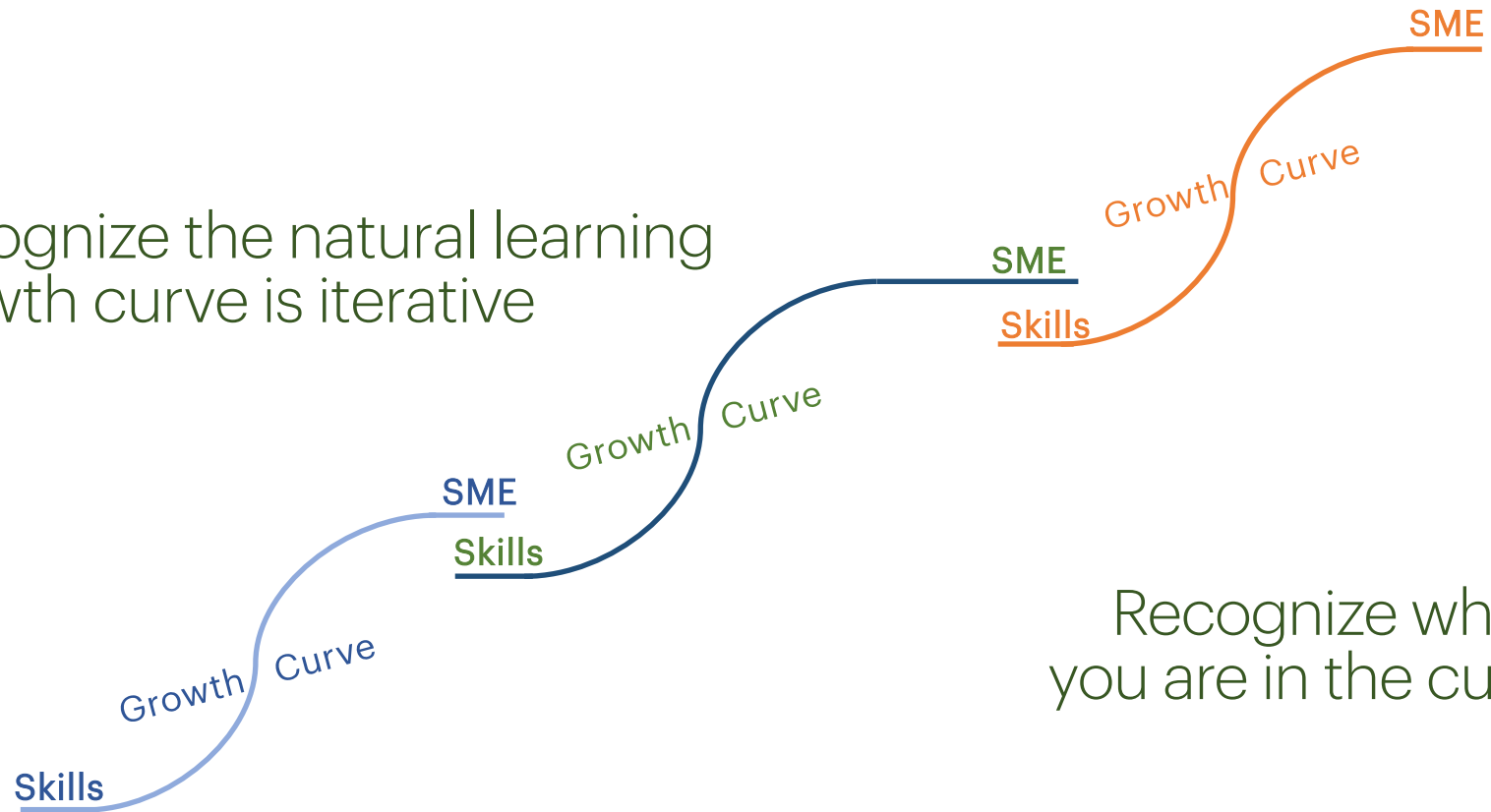
A sunset over a body of water with a dark, silhouetted horizon. The sun is low on the horizon, creating a bright orange and yellow glow that reflects on the water's surface. The sky is filled with dark, dramatic clouds. The text is overlaid on the image.

KNOW YOUR WHY

When your **WHY** is big enough,
the **HOW** is easy.

How we develop skills

Recognize the natural learning growth curve is iterative



Recognize where you are in the curve

** HBR | Throw Your Life an S-Curve – Whitney Johnson*

Tracking your time

How do you overcome that feeling of overwhelm? We take our example from budgeting to figure it out. Like money, we benefit from understanding how we spend our time. You start taking a notebook, your online calendar or a spreadsheet and log each 15-minute increment an exercise that I recommend is simple to explain but always a challenge to execute.

Monday - Week 1			
Time	Activity	Time	Activity
6:00 AM		2:00 PM	
6:15 AM		2:15 PM	
6:30 AM		2:30 PM	
6:45 AM		2:45 PM	
7:00 AM		3:00 PM	

It tedious ,but oh so revealing.

With the log in hand, you will see trends and patterns that are exclusive to you.

Now that you have a basic understanding of how you spend your time, you can assess where you spend your time. It is the first critical key to managing you overwhelm.

Manage overwhelm

Activity	Dump	Do	Defer	Delegate	Who	When

Assess with raw honesty. You are only kidding yourself.

The best way that I've found is to group your activities and the functions you know. Don't overlook the mundane tasks as they are often the elephant bites that absorb your time. Once you have your top 6 or so activities listed, you can go right into assessing what you might be able to do about it.

- What are the things that consumes my time with little to no value – Dump it!
- What are the things I must do MYSELF! Do it!
- What are those things I can defer – defer it to when?
- What are the things that I must do but can be delegated – delegate it SMARTLY knowing who you trust and stating when it needs to be done.

You are now in control of your priorities and how you spend your time.

When Should You Delegate:

Delegation should be done when the task:

- Is not your strength and someone else has more skill
- Requires a lower level of expertise
- Will take more time than you can afford, and someone has the time
- Would be a good training opportunity



Delegation should not be done when the project/task:

- Must be done a specific way
- Involves a politically challenging customer/client
- It takes longer to explain than to complete
- When you really enjoy the project/task.

...but do delegate if:

- There is more than one right way
- There is a way to safely enable a learning opportunity
- If it's a skill the employee needs to learn
- If it is no longer in your job description

Empowered Delegation



Delegate SMART

- **Specific** – Be specific as to what exactly you want them to do.
- **Measurable** – Agree what successful completion of the task means. Ensure you can measure a good job done.
- **Achievable** – Ensure you set achievable goals. If you don't, you risk morale running low and ineffectiveness spreading amongst the team.
- **Relevant** – The task / goal must be relevant to the team or individual and in line with their development needs.
- **Timely** – Every goal or task must have a target completion, upon which to measure the effectiveness of the goal. Always ensure that the person or people undertaking the task understand the time span and when to complete by.



Mary J Patry

Founder , IT Executive Coach and Advisor (480) 393-0722 mary.patry@iteffectivity.com

ITeffectivity LLC was founded in 2013 by Mary Patry with the mission of helping IT leaders define and achieve success as they define it. Her vision is for business to recognize IT leader's contribution to innovation and success of the company.. Her qualifications are based on her 40 plus years of IT Leadership experience combined with 5 years of consulting and Executive Coaching training. Over the last eight years, she has advised and coached over 260 leaders and conducted over 25 major team consulting assignments on behalf of Fortune 100 firms to small non-profits.

Services

- Executive Advisory
- Leadership Coaching
- Team Coaching
- Mentoring Programs
- IT Capability & Performance Diagnostics
- IT Governance Practice Development
- Program Management
- IT Cost Optimization
- IT Strategy
- Merger & Acquisitions
- Workshop Facilitation
- ITSM Improvements

Representative Assignments

- C-Level IT, SVP Financial Services (executive leadership, presence, strategic change)
- C-Level IT, SVP Biopharmaceutical (onboarding, baseline assessment, org change)
- CISO, Pharmaceuticals (Strategy, Organization Design and Change)
- C-Global Executive IT Director, Medical Devices (assuming expanded global role)
- IT European Director, Animal Sciences - (improving global relationships)
- Head of IT, Non-Profit US Sports Association (new leadership role, org design, strategy)
- VP IT, Military Organization (onboarding into new IT Role)
- VP IT, Healthcare Provider (work/life balance, executive presence, stress management)
- Director IT Architecture, Global Manufacturing (priority management, strategic presence)
- Sr. Director, IT Infrastructure, Medical Device Mfg . (Leadership and management skills)
- Deputy CIO, Engineering firm (Executive presence, time management, leadership)
- Sr Director, IT PMO Non-profit (IT Governance, strategy,, executive presence)
- VP, Shared Services IT Staffing (Career transition, team coaching and leadership)

Credentials:



Representative Clients

ABM Industries, Aquent, BCBS CA, CareFirst, Celestica, Dow Chemical, Eli Lilly , Emergent BioSolutions, FedEx, Genworth, Howard Hughes Medical Institute, International Atomic Energy Agency, IDEXX Laboratories, Kaiser Permanente, Karl Storz Endoscopy, Liberty Mutual, LPGA, Make-A-Wish, Owens Corning, The Pantry/Circle K, Univ. of Arizona, Western Union , Zimmer, Inc

"Few CISO's have the opportunity to partner with the level of IT and business experience that Mary Patry brings to the table. If you get the opportunity, do it! Her unique blend of executive coaching and IT management capability enabled us to produce a Security and Risk Strategy that was inclusive and comprehensive with an actionable roadmap. We could not have done it without her. Thanking you kindly, Mary, for your continued assistance!!! - CISO, Bio-Tech



Mary J Patry

IT Executive Advisor and Coach

Mary.Patry@ITeffectivity.com

www.ITeffectivity.com

Is now a good time to discover the possibilities?

LET'S TALK ! DISCOVERY DISCUSSION