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# Time Management for the Procurement Professional

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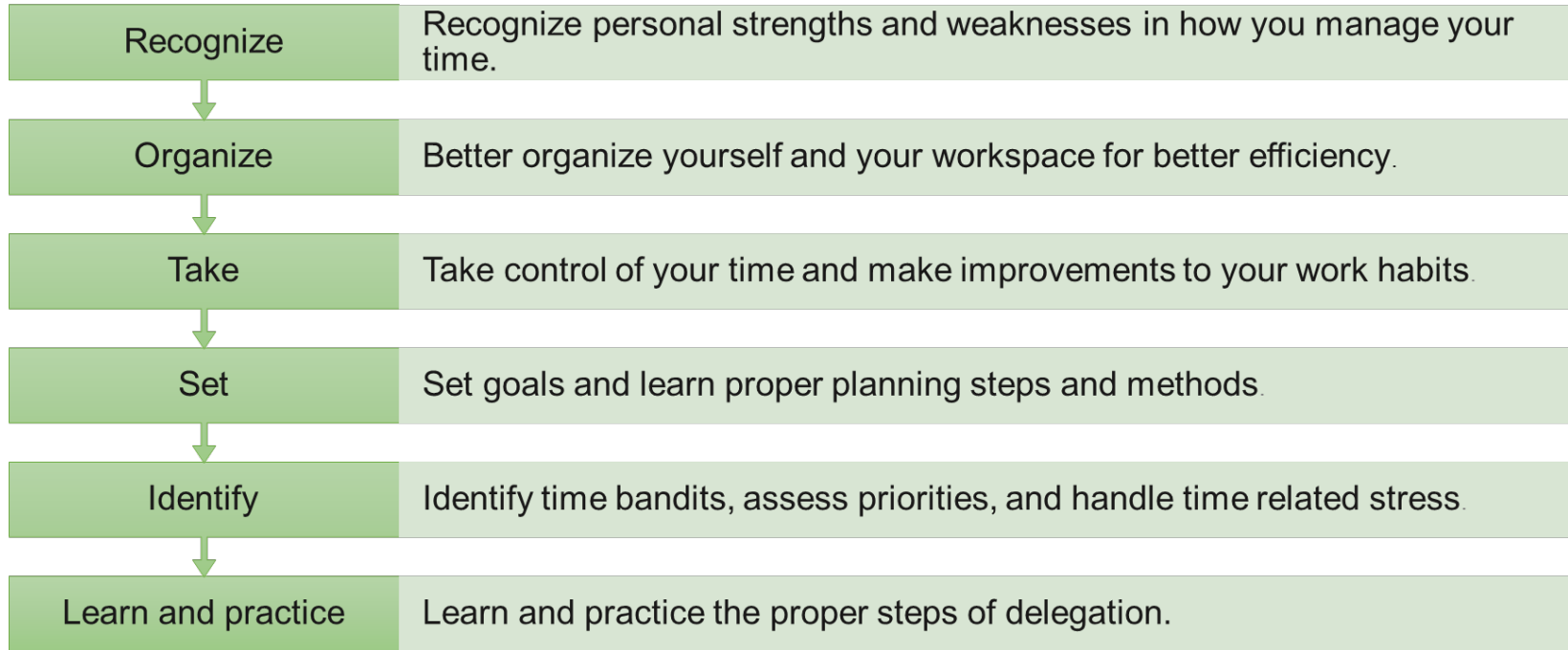
# Value of Time within Procurement

- Maximizing the value of time is particularly important in public sector organizations
- Budgetary constraints
- Focus on efficiency
- Focus on data-based decision making

# Value of Time within Procurement

- Need for immediate response
- Workplace changes
- “Do More With Less” philosophy
- New emphasis on workflow management

# How to Take Control of Your Time



# Time Management or Protecting your Time?

- What we do with that time, and how we manage ourselves, our environment and our relationships, will result in being more productive or less productive

# There are Two Different Types of Time

- Opportunity time
- Replenishment time

# Managing Your Time is a Critical Skill

- The functions of the procurement profession are many and procurement professionals must be multi-taskers, jugglers and strategic planners
- Effective time management and protection skills are critical when managing the various functions of the procurement process

# Must Have Skills for Procurement Professionals

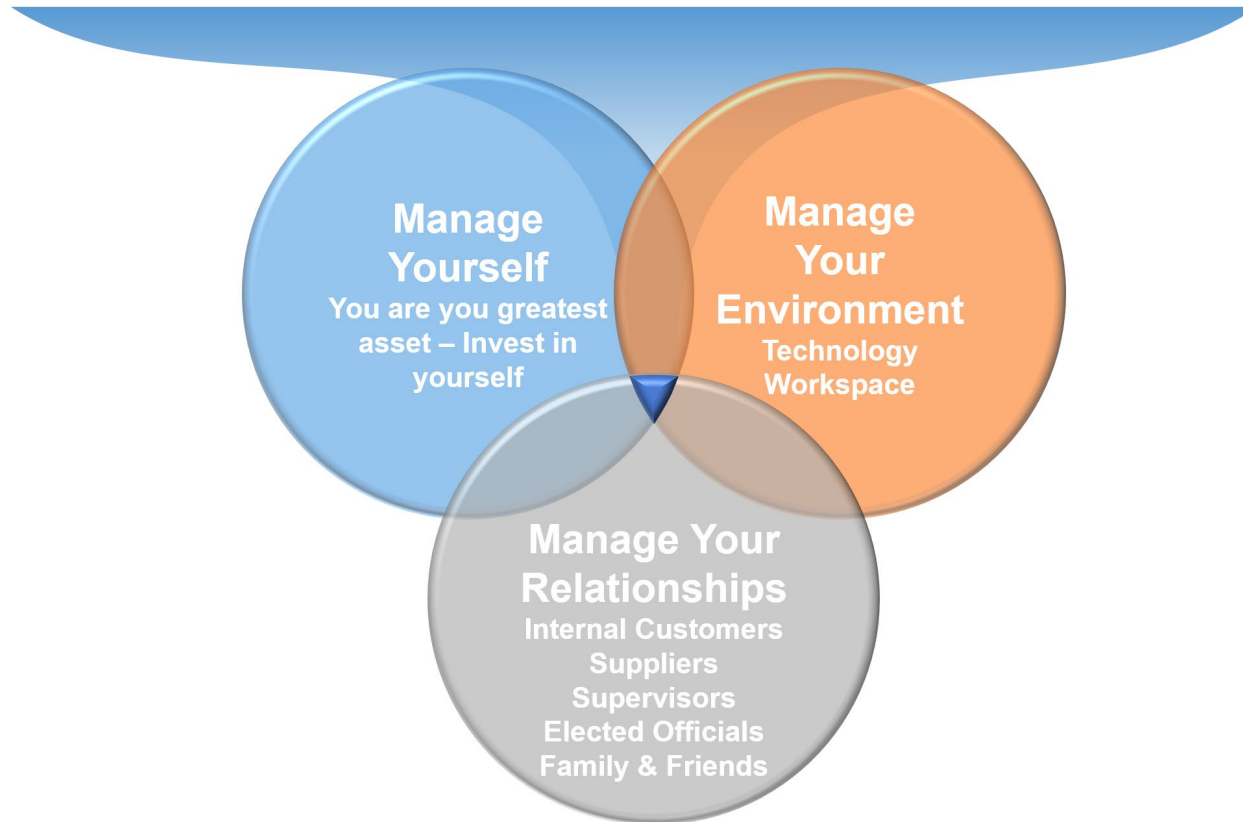




# Who is in Control?

- Is your work managing you, rather than you managing your work?
- Many procurement professionals feel that:
  - There is always too much work on their plate
  - They will never get caught up
- They live with a sense of hopelessness and despair regarding their ability to reduce the stress of “getting it all done”

# Effective Time Management



# Time is Like a Government Budget



# 86,400 Seconds = 1,440 minutes

- 8-hour work day = 480 minutes at work
- 7-hour work day = 420 minutes at work
- Time is the true equalizer – everyone has the same amount of time

# Investment

- Time must be invested today, to save time in the future



# Pareto Principle



80 / 20

RULE

# Pareto Principle & Procurement

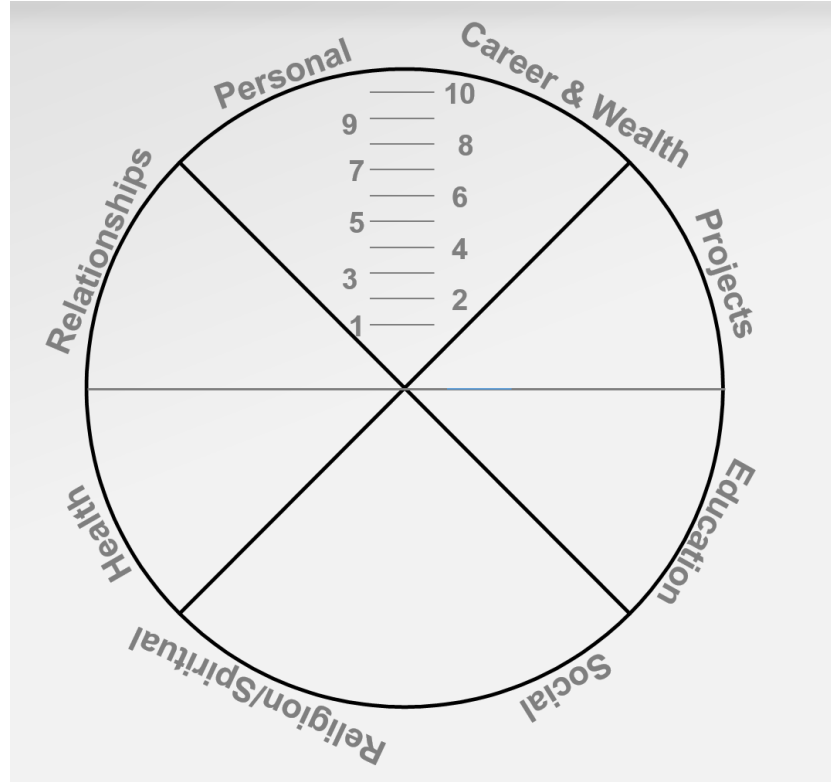
- 20% of internal customers generate 80% of purchase requests
- 20% of errors generate 80% of time-wasting problems
- 20% of meeting time results in 80% of decisions
- 20% of purchase orders = 80% of purchase volume
- 20% of the items to read on your desk contain 80% of information you need to know

# Focus Your Energy

- *Only 20% of those things that you spend your time doing produces 80% of the results that you want to achieve*
- *Identify the key 20% activities that are most effective (producing 80% of the results) and make sure you prioritize those activities*



# How Are You Using Your Time?

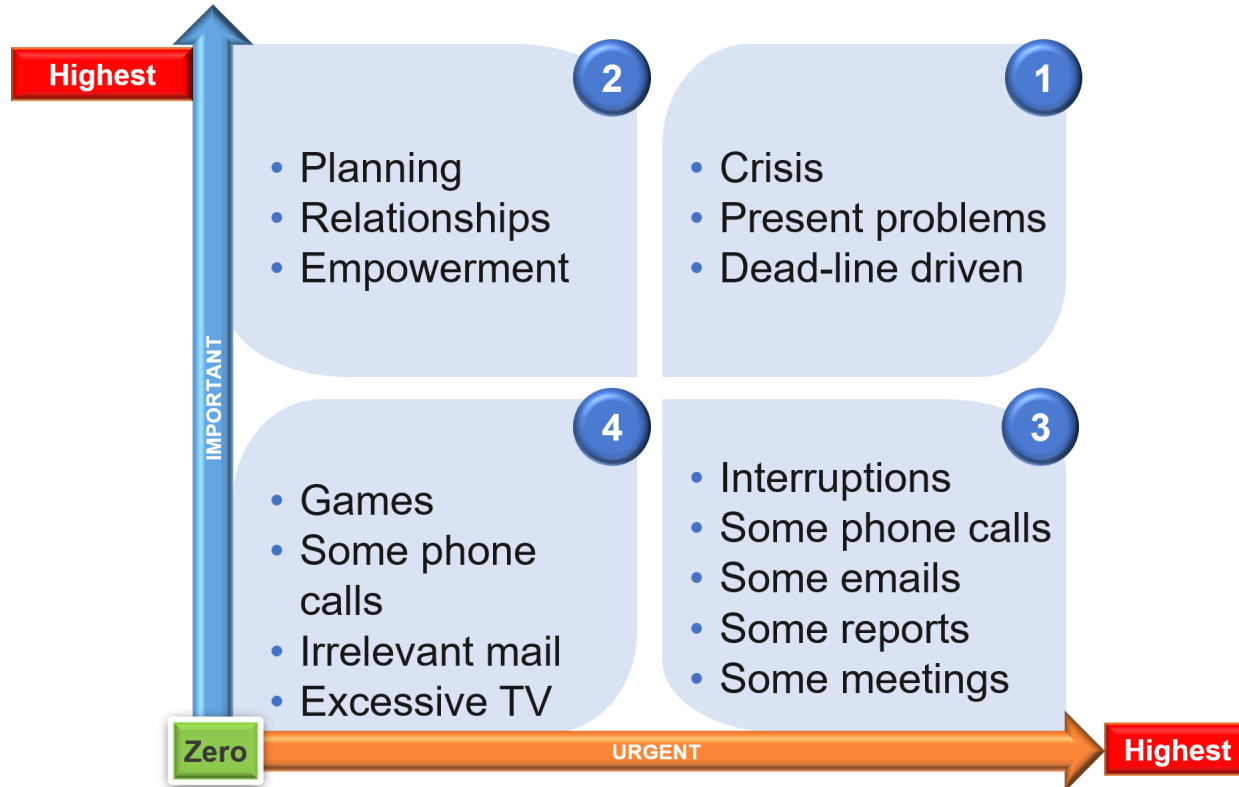


# Evaluate Your Priorities

- Urgent
- Important
- Unimportant

“Lack of Time is Actually a Lack of Priorities”

# Urgent vs. Important



# Reactive vs. Proactive

## Reactive Priorities

- Meetings
- Messages
- Crises
- Unanticipated Events
- Interruptions

What happens when most of your time is spent on Reactive Priorities?

- Missed procedures
- Preventable failures occur
- Priorities for resources are dictated
- Work load increases
- Standards drop
- Moral declines

## Proactive Priorities

- Thinking
- Strategy
- Prevention
- Longer-term activities
- Relationship Building

*Proactive people keep  
focusing on the following themes:*



# Why it Matters – Reactive vs. Proactive

- Both reactive and proactive tasks are needed
- You need long-term benefits proactive tasks bring as well as the reactive tasks for the daily running of your operations
- But when we get busy, the proactive tasks often get forgotten, and then their long-term benefits either disappear or never materialize
- Proactive tasks are easy to procrastinate because they don't feel urgent

# To-Do Lists

- Done daily
- Prioritized based on your goals
- One combined list instead of multiple lists
- Kept in plain sight
- Taken with you wherever you go

# To-Do List Tips

- Don't put too much on it
- Overestimate commute time
- Don't carve it in stone
- Order creatively
- Schedule breaks and rewards

# The Problem with To-Do Lists

- 41% of to-do list items are never completed
- 50% of to-do list items are completed within one day, many within the first few hours of being written down
- To-do lists make us gravitate to the quick and easy tasks



# The **Not** To-Do List

- All priority items
- Anything you can delegate
- Thoughtless & inappropriate demands from others
- Errands with low consequences if ignored
- Anything you might have done for someone they should be doing themselves (attention all parents)

# Instead, Live Life from Your Calendar

- If you want to get something done, you need to schedule time for it
- According to Kruse “the simple act of scheduling tasks on your calendar, instead of writing them on a to-do list, will free your mind, reduce stress and increase cognitive performance”

# Microsoft Outlook Essentials

- Start up in your Calendar or Tasks rather than your inbox
- Drop and drag emails into tasks, calendar entries, notes
- Insert documents into calendar entries and tasks
- Master the Rules Wizard
- Use Colors
- Auto-send email to folders by sender or address

# Microsoft Outlook Essentials

- Auto-send emails to folders by content or keyword
- Learn to use Advanced find
- Archive your data
- Print in various formats
- Learn to plan Group Meetings
- Set up a prioritized Daily Task List
- Schedule your tasks and time for planning

# Dealing with E-mail

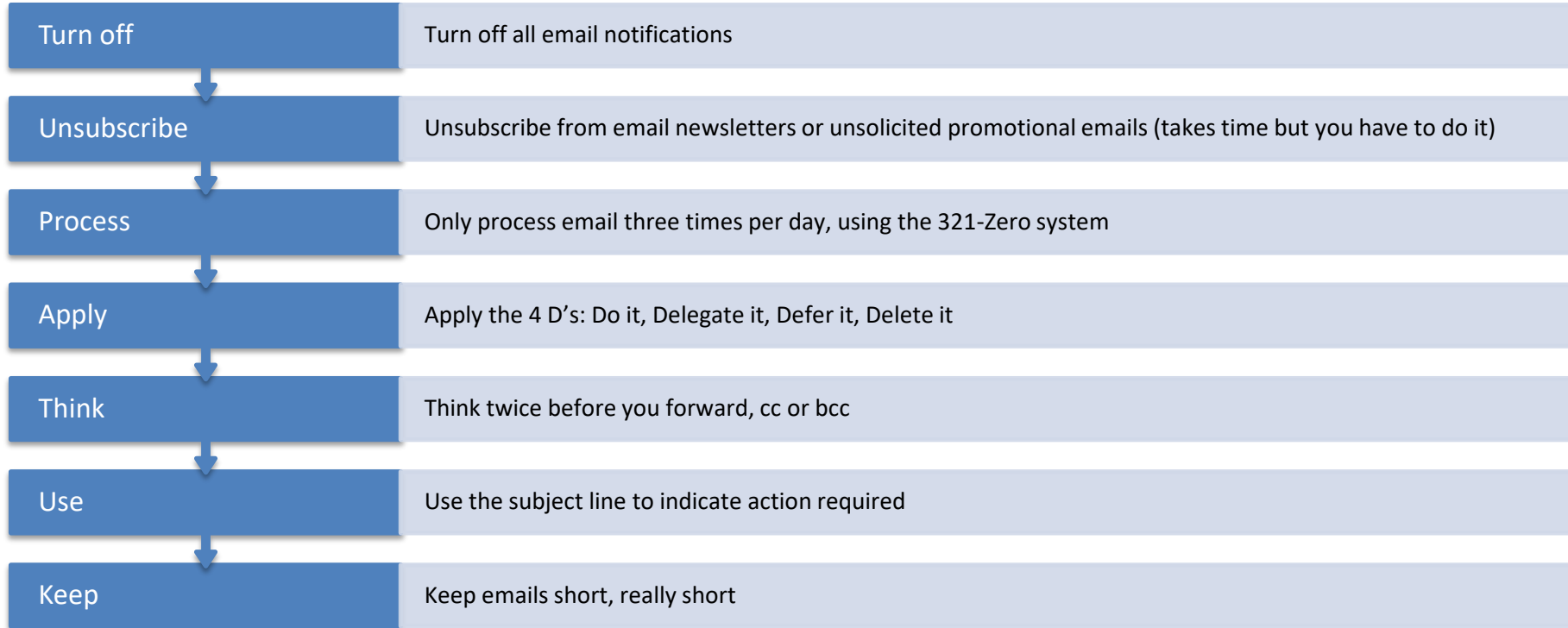
- Your brain uses email and social media like a cognitive slot machine
- “Like pulling a slot handle, there is anticipation, which feels good as you go check for new messages”
- “For each email we answer, our brain releases a bit of dopamine which makes us feel good and want to come back and check it again and again” -- *Kruse*

# Open Outlook to your Calendar

- On the **File** tab, click **Options**, and then click **Advanced**
- Under **Outlook start and exit**, click **Browse**
- In the **Select Folder** dialog box, select the folder you want to appear when you start Microsoft Outlook

The Calendar should be your **focus**

# Kruse's 7 Steps to Mastering E-mail



# Additional E-mail Management Tips

- File and delete aggressively
- Stop using the Inbox as a to-do list
- Prioritize, *then* respond
- Create reusable text blocks to save yourself hours of typing



# Additional E-mail Management Tips

- Triage your email to an empty inbox
  - Use folders for Follow-up, Archive and Hold
- Check email only 2 - 3 times per day
- Remove yourself from group lists
- Scan subject lines for important messages

# OH NO – You Do The Math

- According to the McKinsey Global Institute, office workers spend an average of 2.6 hours per day reading and answering e-mails

480 minutes – 8-hour workday

-156 minutes spent on e-mail

324 minutes left to get work done

# Manage Your Work Environment

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# Time Bandits

- Anything that decreases your productivity and effectiveness
- Anything that causes you to shift your focus away from your number one priority

# Common Time Bandits

- Drop-in visitors
- E-mail
- The telephone
- Badly managed meetings
- Waiting time / travel time
- Confused responsibility / authority
- Lack of standards and progress reports
- Unclear communication

# Organize Your Workspace

- Do you have a cluttered desk?
- On average people spends **45 minutes** every day looking for lost papers or documents

(Time Magazine)

# Filing and Finding

- All documents should be saved digitally
- Name files and organize them with an electronic tree
- Think of how you need to access information?
- When a piece of paper comes into your possession you must deal with it right away
  - File it
  - Take action
  - Dispose of it

# What is the most time saving device in your office?





# Manage Your Relations

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# When to Delegate?

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 have and someone else has the time
- Would be a good training opportunity

# 7 Delegation Steps

- Explain why the job is important
- Describe what is needed in terms of results
- Give the person the authority they need to do the job
- Indicate when the job needs to be completed and get agreement

## 7 Delegation Steps continued

- Ask the person to tell you his/her understanding of the task, deadlines, etc.
- Never ask the person the question “do you understand”
- Check back on progress long before the deadline

# Learn to say “NO”

- One way to make sure that your schedules are kept on time is the ability to say no to new and untimely commitments
- May I say no.....
- When do I say no.....
- How do I say no.....

# Tone of Voice is Important

How you say “NO” is very important...



*You will damage  
the relationship*

**AGGRESSIVE**



*They won't take  
you seriously*

**PASSIVE**



*They'll take you  
seriously and you  
won't damage the  
relationship*

**ASSERTIVE**

# Saying “NO” – The process

- Give a reason
- Be diplomatic
- Suggest a trade-off
- Don't put off your decision

# Final Minute Tips

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# Do The Worst Thing First

# Theme Your Day

- Batch your work with recurring themes for different days of the week and parts of each day
  - Requisition processing
  - Solicitation development
  - Solicitation evaluation
  - Contract administration
  - Contract extensions & renewals
  - Personal development & training
  - Meeting with internal customers

# Indicators of Effective Time Management

Your Adding Value

You start each day with the Most Important Task

You keep your Energy High

You realize Time Management is Hard Work

# Questions

