

RECOGNIZE THE NEED FOR AND COMMIT TO TRANSITION TIME

Most meetings we have require preparation, travel (even if it's down the hall), and follow-up. Most of us, though, only schedule time for the meeting itself.

Practice: As you put meetings on your calendar, recognize the need for and schedule ample time for the transitions, even when the meetings are in your office. If we schedule meetings back to back we run the risk of being late, having to leave one meeting early to make it to the next, being unprepared for a meeting or not following through on the commitments we made at the meeting.

Practice: *If there are people at the meeting you don't know*, schedule time pre and/or post meeting to introduce yourself and chat briefly.

Practice: *Leave a small window of time*, mid-morning and mid afternoon to return phone calls that came in while you were in the earlier meetings.

If this transition time seems like a luxury you can ill afford, ask yourself how well you are achieving your goals if you are late, unprepared or unfocused at the meetings you attend or don't effectively follow through on the commitments you make?

Transition time is also useful for larger events such as vacations, projects etc.

Practice: *Commit to keep your day before vacation and the first day back* as free of meetings and other commitments as possible so that you can handle the inevitable last minute items smoothly and fully – phone calls, discussions with staff, emails, etc.

Practice: *As you complete a project*, schedule time to organize and store the files, thank the people who helped you out, celebrate the completion, etc. before you start on another project.

Practice: *Take a look at your calendar for the next month.*

- Do you have transition time scheduled?
- If not, make the necessary contacts to add it in where possible.

“At first it may seem that you are doing less, yet pay attention to your overall energy and effectiveness. Over time, you will be able to do more.” (Paul, M. *Its Hard to Make a Difference When You Can't Find Your Keys*, p. 142)

