It’s a Balancing Act: Tasks, Time and Thanks

Objectives
- Learn time management skills
- Enhance understanding of the KEHA year
- Implement strategies to balance time demands
- Discuss when and how to say thanks

“Tasks”
- Daily
- Weekly
- Monthly
- Yearly
Daily
- Email
- Phone messages
- Mail
- Office conversation

Weekly
- Reports
- News Article
- Office Staff
- Radio/Media

Monthly
- Reports
- Calendar Updates
- Council Meetings
- Community Meetings
- Web site updates
- Newsletter

Yearly
- Reports
- Report to the People
- POW-updates
- Annual Meetings
- Area Meetings
- State Meetings
- Professional Development
Program Tasks
- Program-Teaching LEAP at Preschool
- Confirm date, select lesson, snack, activity
- Read selected book
- Read lesson
- Copy Handouts

Questions I should ask myself
- How many students in this class
- Grocery list for snack I am preparing
- Prep Time
- Program Time-actually at site
- Clean Up Time-this is a must after every program!!
- Do I need a volunteer to assist?

Task Management
- Choose a system that works for you:
  - Electronic
  - Paper
  - Combination
What does your office look like right now??
Office Space

- Keep a neat work environment
- Looking professional is a part of our job
- Learn to file: paper files or electronically
- Keep files for a while before trashing/dumping
"Time"

- Choose the calendar system that works best for you – paper, electronic, combination, etc.
- Keep your calendar with you always
“Time”

- When you add an activity or event, add planning, prep and travel time
- Block time for monthly and annual reports

“Time”

- Include professional association meetings, training and professional development
- Save time for YOU!!!!!
Important Dates
- Reports
- POW
- Success Stories
- Annual Leave

Important Dates
- County Coordinator Duties
- Contact Agent Assignments
- Professional Association Leadership

State KEHA Dates
- March 1 – Deadline for contests, scholarships, grants
- March 19 – Due date for state election credentials
- March 21 – “Early” registration deadline for KEHA State Meeting
State KEHA Dates

- April 4 – Cutoff for KEHA State Meeting registration
- April 18-21 – KEHA State Meeting

State KEHA Dates

- July 1 – KEHA club reports due to county
- August 15 – KEHA county reports due to area
- September 15 – KEHA area reports due to state

State KEHA Dates

- October 9-15 – KEHA Week
- December 15 – County dues due to area and state
- December 31 – State dues delinquent after this date
State KEHA Dates

- January 15 – KEHA database changes due
- February 1 – Member recognition report due

State KEHA Dates

2017 State Meeting

May 1-4, 2017
Owensboro Convention Center

“Thank You”

- A polite expression of one’s gratitude
- Sharing grateful thoughts
- Showing appreciation
When to say thanks..

When someone:
- Volunteered to assist you
- Completed a term in a leadership position
- Accepted a new position or responsibility

When to say thanks..

When someone:
- Made a financial contribution
- Donated equipment, supplies or other items
- Filled in for or represented you

When to say thanks..

How to say thanks

A few ideas.....
How to say thanks

When to send cards
- Congratulations
- Get well
- Sympathy
- Holidays

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