

Midweek Faculty Tune Up—Back, but not Buried: Structuring your First Days Back to Work

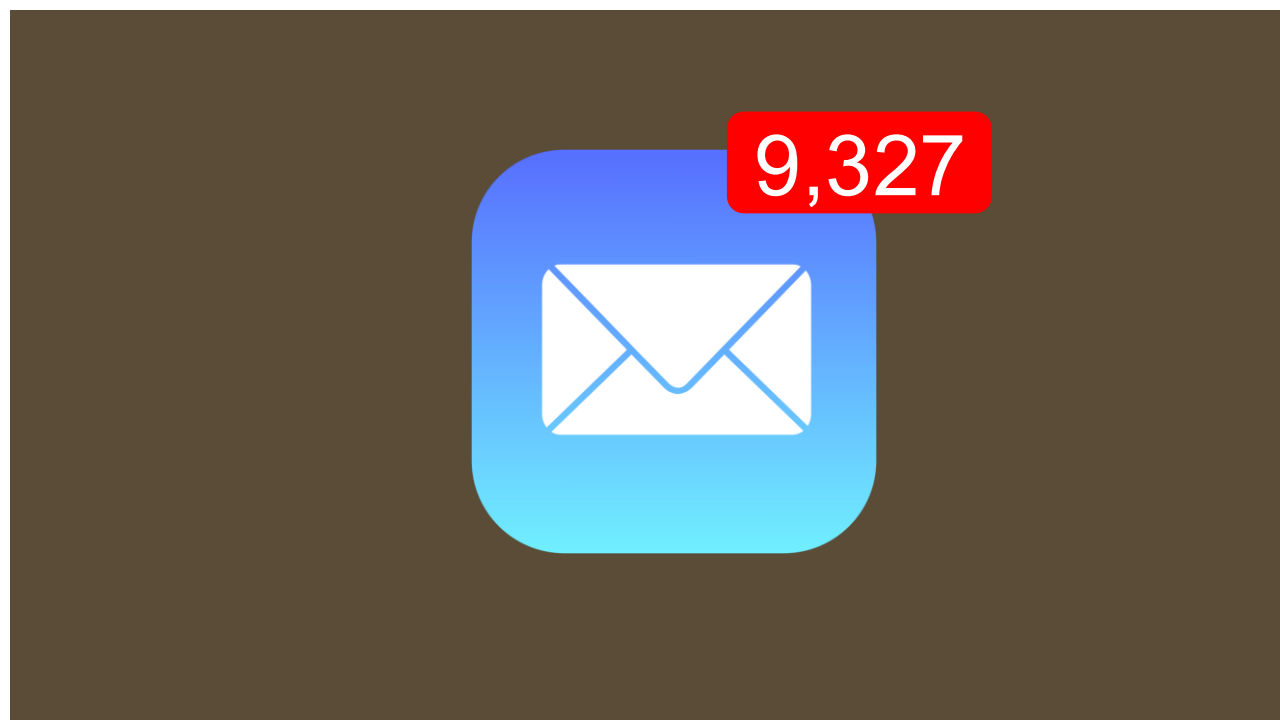
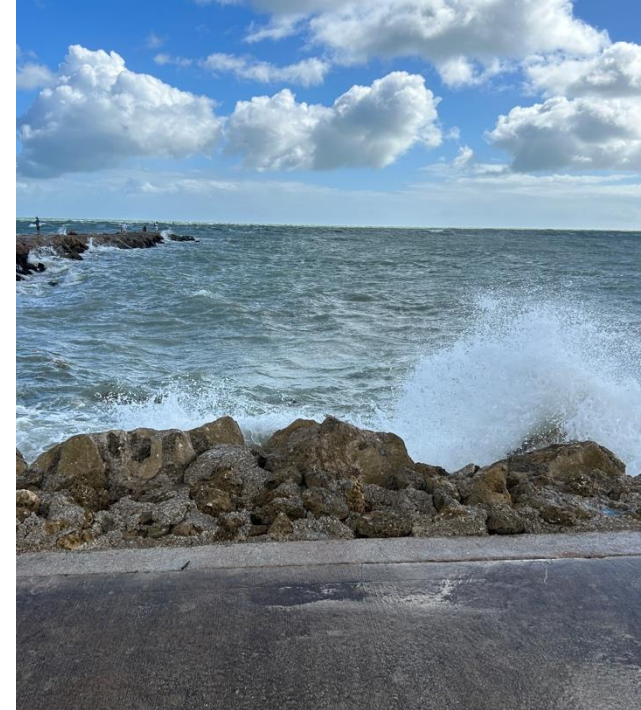
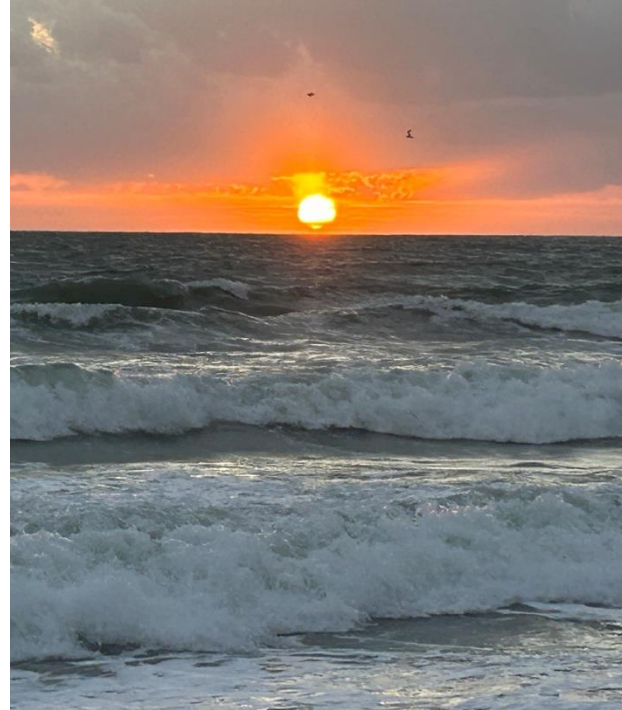
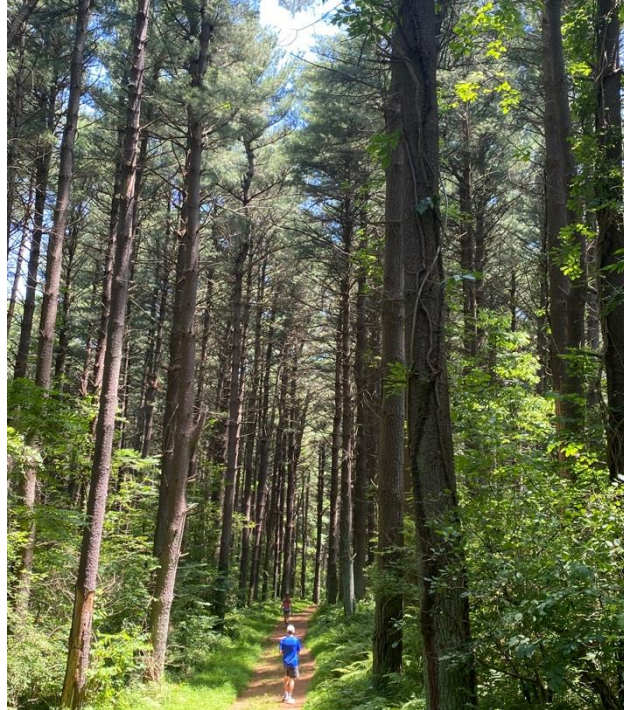
Julianne Perretta
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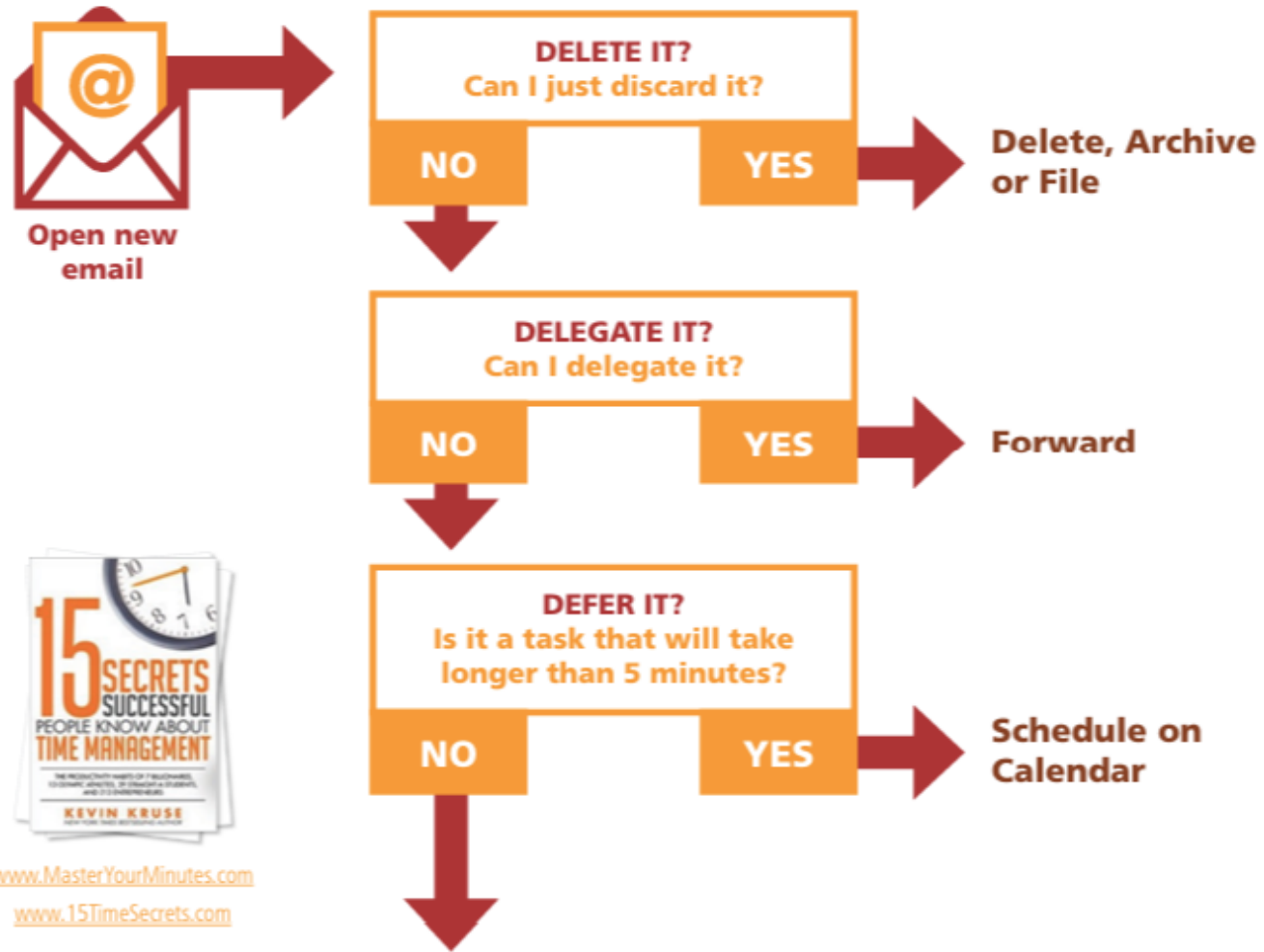
In 10 minutes, you will learn
how to:

Prepare effectively for time out
of the office

Tackle your inbox when you
return to work



<https://kevinkruse.com/wp-content/uploads/2022/05/15-Secrets-Bonus-Workbook.pdf>



www.MasterYourMinutes.com

www.15TimeSecrets.com

DO IT NOW!

(Takes <5 minutes)

BEFORE YOU LEAVE



Set a clear away message

When you will return

Who to contact

Additional information



Day 1 after you return = BLOCKED (protect that time to reacclimate)



Day 2 after you return = 30m meetings with your VIPs

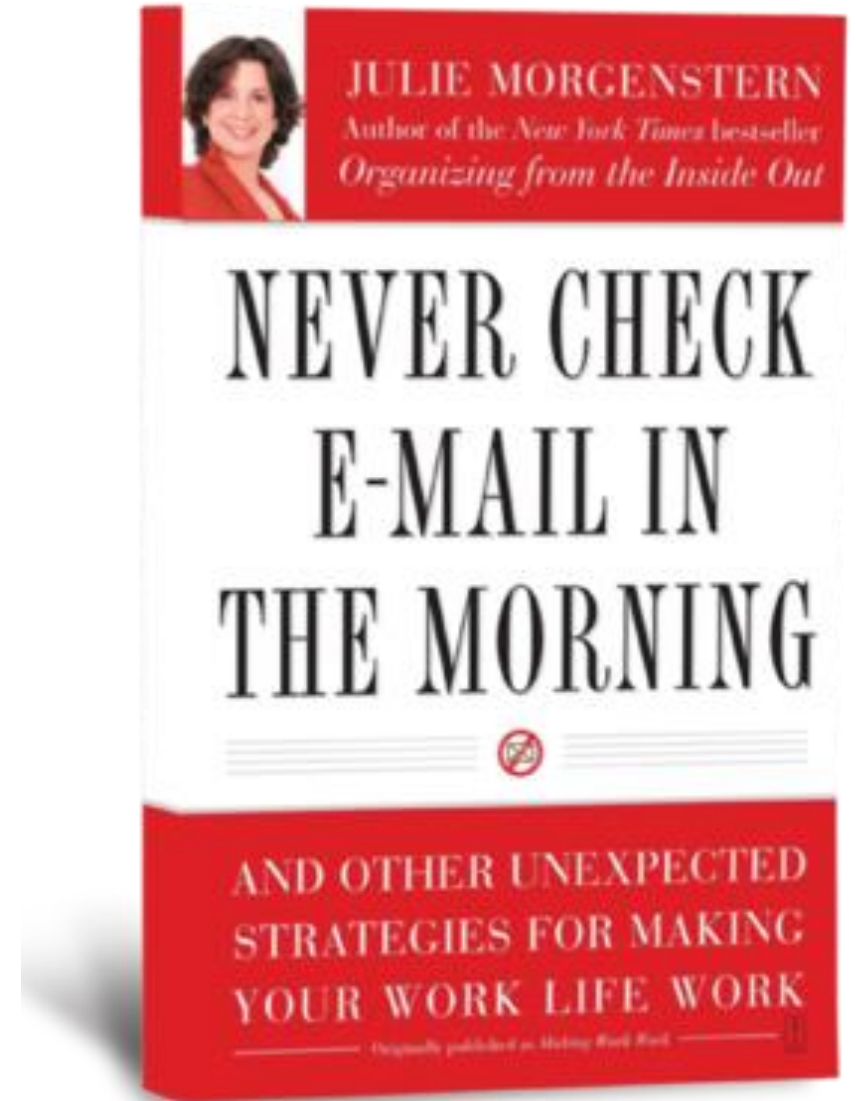


Week 1-2 back = protect blocks of time to fill with Priority Items

To-do lists?

3 Qs:

1. How long will it take?
2. What is the ROI?
3. When is the deadline?



Determining your to-do list

Task	Time	ROI	Deadline	Priority
Sign SOE Contract	10m	high	Friday	2
Build Instructions for Make-up Exam	2h	med	*Last Wed	1
Review Incl Weather Policy	90m	low	Jan 17	3
Complete 2 staff AR	3h	med	1 week	2

Get started!

- Set up for success before you leave
 - Away Message
 - Block time (first day, second day, 1-2 weeks)
- Filter and sort email
- Prioritize and schedule your to-do (3 Qs)
 - How long will it take?
 - What's the ROI?
 - When is the deadline?

