

# Air Education and Training Command

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*Develop America's Airmen Today ... for Tomorrow*



**U.S. AIR FORCE**

## Managing the Zero-Sum Game

**Colonel Barbara Gilchrist  
AETC/FM**

**7 February 2006**

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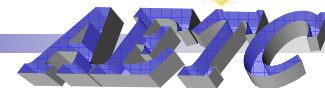
***Integrity - Service - Excellence***



# Managing the Zero-Sum Game



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“Dost Thou Love Life? Then do not squander time,  
for that is the stuff life is made of.”

Benjamin Franklin

“What you do today is important because you’re  
exchanging a day of your life for it.”

Vicki Lansky

“Time is On My Side ...”

from “The Fallen”



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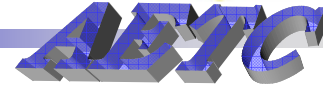




# Managing the Zero-Sum Game



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- Introduction
- Getting Started
- Biggest Time Wasters (Time Robbers)
- Shutting Down the Time Robbers
- A Laundry List....
- Get Off the Stage

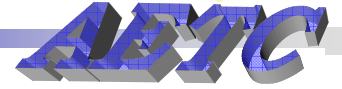


# Managing the Zero-Sum Game

## Getting Started



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- Make a Choice for Change!
- Form a Clear Picture
- Analyze How You Spend Your Time
- Identify Your Time-Wasters



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# Managing the Zero-Sum Game

## Biggest Time Wasters

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- Poor Communication
- Attempting too Much/Aiming for Perfection
- Ineffective Delegation
- Drop-In Visitors/Interruptions
- Procrastination
- Socializing
- Ineffective Meetings
- Inability to Say No
- Fatigue



# Managing the Zero-Sum Game

## Biggest Time Wasters

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- Management by Crisis
- Paperwork
- Disorganization
- Poor Planning
- Incomplete Information
- Inadequate Staff





# Managing the Zero-Sum Game Shutting Down the Time Robbers

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- Develop SMART Goals
  - **S**pecific
  - **M**easurable
  - **A**ction-Oriented
  - **R**ealistic
  - **T**imely
- Stay Focused
- Eliminate the Time-Wasters



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**AETC**

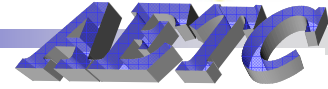




# Managing the Zero-Sum Game

## A Laundry List.....

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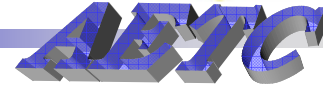
- Power Emails
- Quiet Time
- Filing Systems
- Exercise
- Hire a Maid
- Memory Ticklers
- Shopping Lists
- Task Lists/Planners
- Take a Day Off
- Energize Resources
- Set Deadlines
- Recycle
- Phone for Easy Kills
- Travel Smartly
- Discard
- Use Dead Time
- Turn Off the TV



# Managing the Zero Sum Game Getting Off the Stage



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- Better Time Management
  - Less Stressful Life Style
  - Higher Productivity
  - Improved Health
- Walk Before You Try Running...take-off!
- Keep a Positive Outlook
- Don't Be Afraid to Enjoy Life

**Get Started Today!**

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***Integrity - Service - Excellence***