Welcome to
SNAPA Teaches Tuesday

Feeding Bodies. Fueling Minds™
Go to Webinar Control Panel

Type your questions into the “Question” box at any time during the webinar.

Questions will be addressed as time allows.
Go to Webinar Control Panel

Handouts are found using the Go to Webinar Control Panel
Webinar and Handouts

Webinar recording and copies of all the handouts will be posted on the SNAPA website and available to SNAPA members.

Members will need their username and password to access the recorded webinar.

SNAPA Website Link
https://snapa.org/resources/webinars/webinars

Carol H
Gilbert Consulting

Planting the Seeds of Food Service Excellence™
Introduction

Pamela Gallagher, SNS
SNAPA Executive Director

Christi Beazley
Food Service Consultant and Trainer
Time Maximization & Organization

Carol H
Gilbert Consulting

Planting the Seeds of Food Service Excellence™
USDA Professional Standards

The USDA professional standards have been divided into four distinct learning objectives. This training will meet the following objective(s):  3450 - 1 hour

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<th>Key Areas</th>
<th>Training Topics</th>
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<td>ADMINISTRATION – 3000</td>
<td>Foster employee health, safety and wellness</td>
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<tr>
<td>Human Resources and Staff Training</td>
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TIME

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Focus Topics

• Identify time challenges and how they impact your workload
• Recognize time savers to integrate into work assignments
• Practice successful organization habits to achieve goals
Time Maximization Defined

Your ability to be mentally strong to focus on problems and execute solutions, especially when things get tough!
Time Maximization…

So much to do, so little time!
Consequences

• Misuse of time
• Missed deadlines
• Frustration increases
• Reliability decreases
Survey Question

What is your biggest time challenge?

- Phone calls
- Co-workers
- Procrastination
- Disorganization
Procrastination

• Lack of tools for the job
• Task is overwhelming
• There is always tomorrow
• We’d rather do ‘this’ than what we ‘should’ do!
Procrastination Consequences

• Accountability
• Deadlines
• Reputation
• Trust
• Integrity
Procrastination Busters

What if ...
Procrastination Busters

• Identify what you need to move forward
• Imagine completing the task and how you will feel
• Envision a positive end result to build confidence
Success is not final, failure is not fatal: It is the courage to continue that counts.

Winston Churchill
Time Savers

Plan and schedule your work

• Calendar
• Timers
• Phone alarms
• Computer
• Apps

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Survey Question

Do you use a to do list?

☐ YES

☐ NO
Time Savers

• To Do List
• Prioritize tasks
• Break it down
Time Savers

• Start with a new list daily
• Keep it visible
• Be realistic
• Missed a task, move it to tomorrow…
Remember
you can’t SAVE time,
you can only SPEND time!
Maximizing Time

Phone calls
Maximizing Time

Emails
Maximizing Time

Asking and answering questions

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Maximizing Time

Talking with co-workers

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Maximizing Time

Meetings

Meeting Topics

a) _______________________

b) _______________________

c) _______________________

d) _______________________

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Maximizing Time

Training or Meeting

• One on one
• Small group
• Large group
• Stand up
Time Maximization …
Just for YOU!

• Eat well
• Rest well
• Exercise
• Laugh
The 5 P’S:
Effective Organization

• Proper
• Planning
• Prevents
• Poor
• Performance
Organized or NOT?

Trauma

Questionable?

Time

Roomitis

Chronic

Ancestral

Habitual

Priceless

Depressed

Social
Handle STUFF Once

Mail

Email

• Do at set time(s)
Handle STUFF Once

Text messages

• Set communication parameters

Phone calls

• Use caller ID

• Voice mail is your friend
Space

• Work flow

• Work and storage areas
Organization: Good Habits

• Use technology resources
• Automate processes
• Bundle activities
• Schedule repetitive tasks
The beginning of a habit is like an invisible thread, but every time we repeat the act we strengthen the strand, add to it another filament, until it becomes a great cable and binds us irrevocably, thought and act.

Orison Swett Marden
Takeaway

Identify 3 tips you can implement that were discussed in this session.
Your Plan of Action

• Tomorrow
• Next week
• Next month
• Next quarter
• Next year
Focus Point Review

• Be organized
• Schedule it!
• Set priorities

• Time Maximization + Organization = Success
For more information contact Carol and her team at:

Information@chgilbert.com

www.chgilbert.com

717-229-6619

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