

Organizational Tips and Tricks for Professional and Personal Success in Percussion

Habits of Highly Effective People from *The 7 Habits of Highly Effective People*:

1. Proactivity
2. Begin with an End in Mind*
3. Put First Things First*
4. Think Win/Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

*Discussed in this presentation

Things to remember:

1. Organizational skills are different for everyone
2. Trial and error are essential in organization

Other books on organization:

- *Get Organized Quick: 15 Minutes a Day to Organize your Life*, Jenny Morin
- *Martha Stewart's Organizing: The Manual for Bringing Order to Your Life, Home and Routines*, Martha Stewart
- *Beyond Organizing: The Indispensable Principles to Organize and Empower People*, Gustavo Aguirre

TIME MANAGEMENT MATRIX

from Stephen Covey's book "First Things First"

	Urgent	Not Urgent
Important	I (MANAGE) <ul style="list-style-type: none"> • Crisis • Medical emergencies • Pressing problems • Deadline-driven projects • Last-minute preparations for scheduled activities 	II (FOCUS) <ul style="list-style-type: none"> • Preparation/planning • Prevention • Values clarification • Exercise • Relationship-building • True recreation/relaxation
	Quadrant of Necessity	Quadrant of Quality & Personal Leadership
Not Important	III (AVOID) <ul style="list-style-type: none"> • Interruptions, some calls • Some mail & reports • Some meetings • Many "pressing" matters • Many popular activities 	IV (AVOID) <ul style="list-style-type: none"> • Trivia, busywork • Junk mail • Some phone messages/email • Time wasters • Escape activities • Viewing mindless TV shows
	Quadrant of Deception	Quadrant of Waste

Note: Balance is key here! Spend the most time in quadrant II. You'll find what works for you.

My Schedule from Spring 2022

Day of the Week	Morning	Midday	Evening
Sunday	Wake: 8:30a Breakfast. Crossword Puzzle. Watch SNL (if there was a new episode) Laundry (if needed)	Lunch. Practice. Watch TV.	Dinner. Get ready for the week (homework, looking at calendar) Bed: 9:30p
Monday	Wake: 5:30a Breakfast. Crossword Puzzle. Practice: 7-10a Class: 10-12	Lunch: 12-12:30p Rehearsal:1-5p	Dinner: 5-5:30p Practice: 5:30-6 Rehearsal:6:30-10p(ish) Bed: by 11p
Tuesday	Wake: 5:30a Breakfast. Crossword Puzzle. Practice: 7-12	Lunch: 12-1p Lesson: 1:30-2:30p Rehearsal:3-5p	Studio: 5-6p Dinner Homework (if needed) Hang out Bed by 9:30p
Wednesday	Wake: 5:30a Breakfast. Crossword Puzzle. Practice: 7-10a Class:10-12p	Lunch: 12-12:30p Rehearsal: 1-3p Break. Rehearsal 4-6p	Dinner. Hang out. Bed by 9:30
Thursday	Wake: 5:30a Breakfast. Crossword Puzzle. Teach: 8-12:30	Lunch: 12:30-1p Coaching: 1-2p Rehearsal 3-5p	Dinner. Homework. Hang out. Bed by 9:30p.
Friday	Wake: 5:30a Breakfast. Crossword Puzzle. Practice: 7-9a Meetings/Class: 9-12p	Lunch: 12-12:30p Rehearsal: 1-3p Break. Rehearsal: 4-5p	Dinner. Hang out. Bed by 12a
Saturday	Wake: 7a Breakfast. Crossword Puzzle. Laundry (if needed)	Lunch. Practice. Errands (if needed)	Dinner. Hang out.

*Sometimes I was not needed at every rehearsal. When that happens, I sub practice for that time.

		3				2		
	6		9	8			4	3
4	9			3	1			6
9		7				8	6	
	4			9	8			
		5	4		7	1		9
6					3	9		5
5		8	1				7	2
2		9		5	6		3	8

Practice your organizational skills with Sudoku!

Begin with an End in Mind: Solve the puzzle. Start with easy and obvious answers (first things first), and plan for the rest. As you plan, the puzzle will fall in line and seem to solve itself.

7	4			3			1	
	1	9		6	8	5		2
					4	3		
	5	6	3	7				1
		1	8				9	5
	9			2		6		
1		3	4		7	2		
5			2					8
	8				1	4	7	

To play Sudoku: You need to fill each row, column and square with the numbers 1-9, without repeating any number within the row, column or square.