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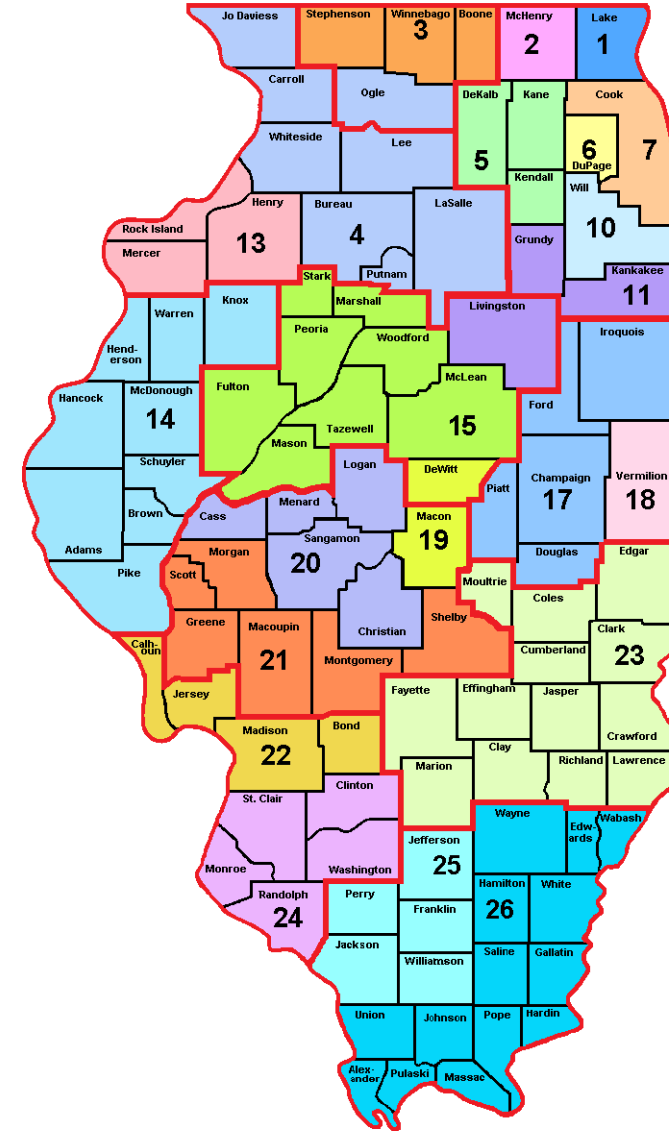
Illinois Center for Specialized Professional Support,
Illinois State University, College of Education



Defining your
Workplace
Prioritizing your
work?

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Where is Your Local Area?







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- All attendees currently muted.
- Please 'introduce' yourself by typing your name in the question box and each time you speak
- Please use question box to ask questions
- Engage and **PARTICIPATE!**

Agenda for today...

- Defining your workspace
- Prioritizing your work
- Time management/time blocking
- Making your calendar work for you

Defining your workspace

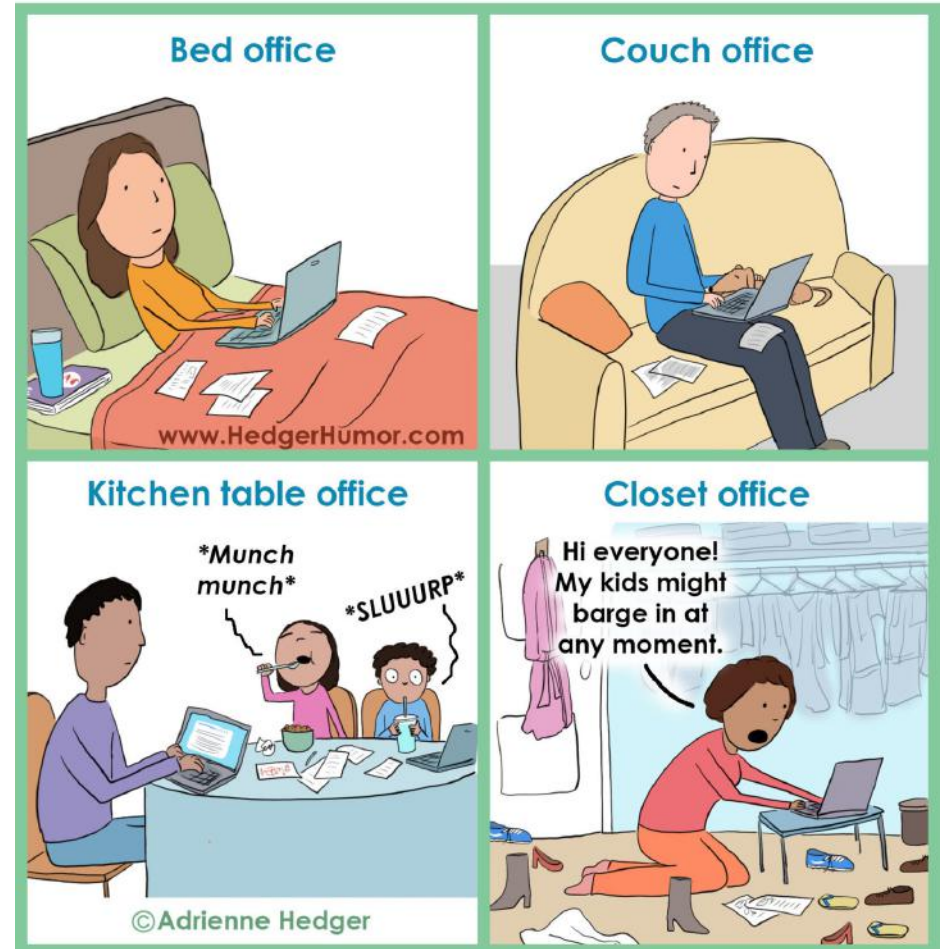
Polling Questions

- What is in your current work space?
- Where is your current work space?
- Do you miss your office or cubicle?
- What from your office are you missing the most?

Defining your workspace

- ✓ Maintain regular hours
- ✓ Create a morning routine
- ✓ Set ground rules for the people in your space
- ✓ Schedule breaks
- ✓ Takes breaks in their entirety
- ✓ Leave home
- ✓ Don't hesitate to ask for what you need
- ✓ Keep a dedicated workspace
- ✓ Use a VPN

Types of Home Offices



Defining your workspace



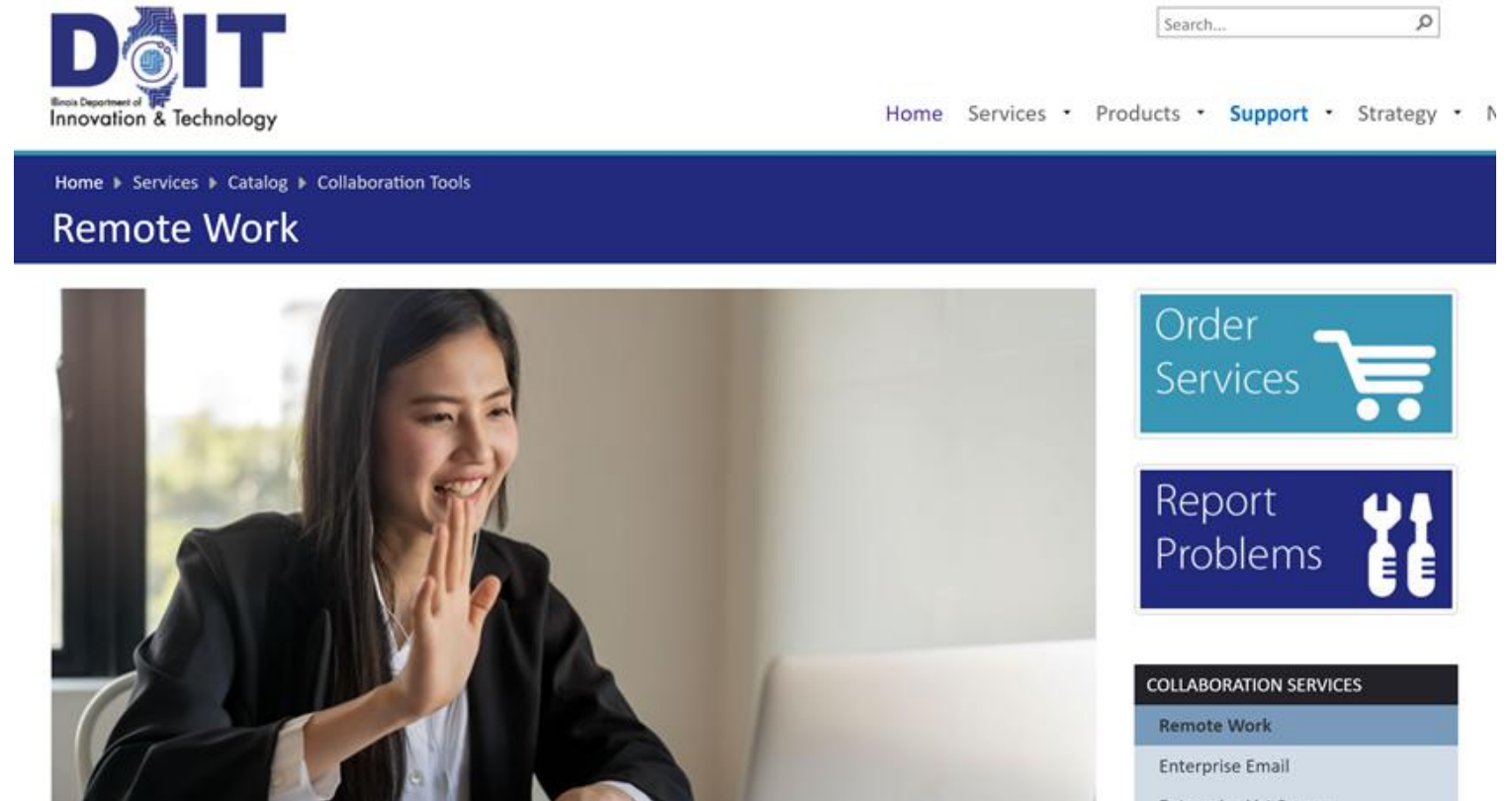
- ✓ Socialize with colleagues
- ✓ Show up to meetings
- ✓ Get FaceTime
- ✓ Take sick days
- ✓ Look for training opportunities
- ✓ Overcommunicate
- ✓ Be positive
- ✓ End your day with a routine

Fit your space...

- Find a space with a door
- Make sure you have enough bandwidth
- If possible, create a room with a view
- Bring home the aspects of your office you are missing most – white board, computer screen, keyboard, etc.

IT department - DOIT

- Fully leverage your IT department's WFH enablement and supplement where necessary
- Be grateful and thankful – appreciate their support



DOIT
Illinois Department of
Innovation & Technology

Search...

Home Services Products Support Strategy

Home Services Catalog Collaboration Tools

Remote Work

Order Services

Report Problems

COLLABORATION SERVICES

- Remote Work
- Enterprise Email

Prioritize Your Work

- Eat the Frog
- Eisenhower Decision Matrix
- ABCDE Method
- Chunking



Eat the Frog



**EAT
THAT
FROG**

Mark Twain famously said, “If it’s your job to **eat a frog**, it’s best to do it first thing in the morning.”

In the world of work management, that translates to tackling big or complex tasks first.

Eisenhower Decision Matrix

- the [Eisenhower Decision Matrix](#) method starts by organizing tasks into four quadrants, based on whether they are important, urgent, both, or neither.



The Eisenhower Matrix



ABCDE Method

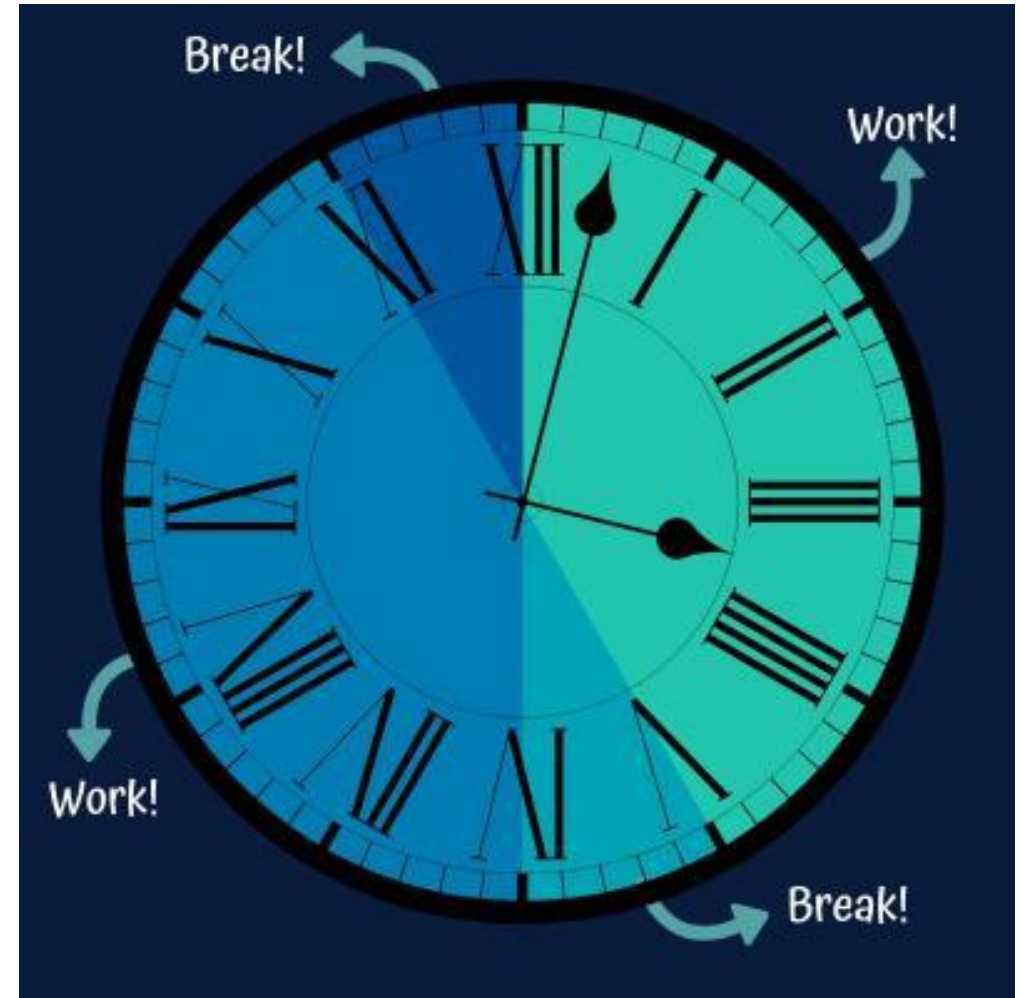


Assign each task on your task list a letter value according to its level of importance, and then tackle tasks accordingly.

This is comparable to giving grades to your tasks, from A (very important), down to E (eliminate whenever possible).

Chunking

You chunk your task - the key here is to make these chunks focused, uninterrupted blocks of time. Turn off outside distractions and signal to others that you are unavailable. Taking breaks in between chunks is also important to relax and refresh.



Time Management / Time Blocking





What questions do you have?



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Thank you for
your time &
attention.