

# Organize to Optimize

*Lessons for those in the trenches.*



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Villanova Graduate Courses

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# Get It Together!

- I. The Beginning
  - Sponge!
  - Observe, Volunteer, Ask Questions!
  - Collect - Programs, Handbooks, Outlines
  - Arrive Early, Stay Late

# Get It Together!

- II. Steps to a Fulfilling Career
  - Passion
  - Work Ethic
  - Focus
  - Push
  - Ideas
  - Improvement
  - Service
  - Persistence

# Get It Together!

- III. Timeless Advice
  - Your Abilities to Win “Hearts & Minds” is the Key to Success
  - Making Changes: Fast or Slow?
  - Keep Others Informed
  - This is Not a Popularity Contest
  - Be Accountable, Expect Accountability
  - Delegate



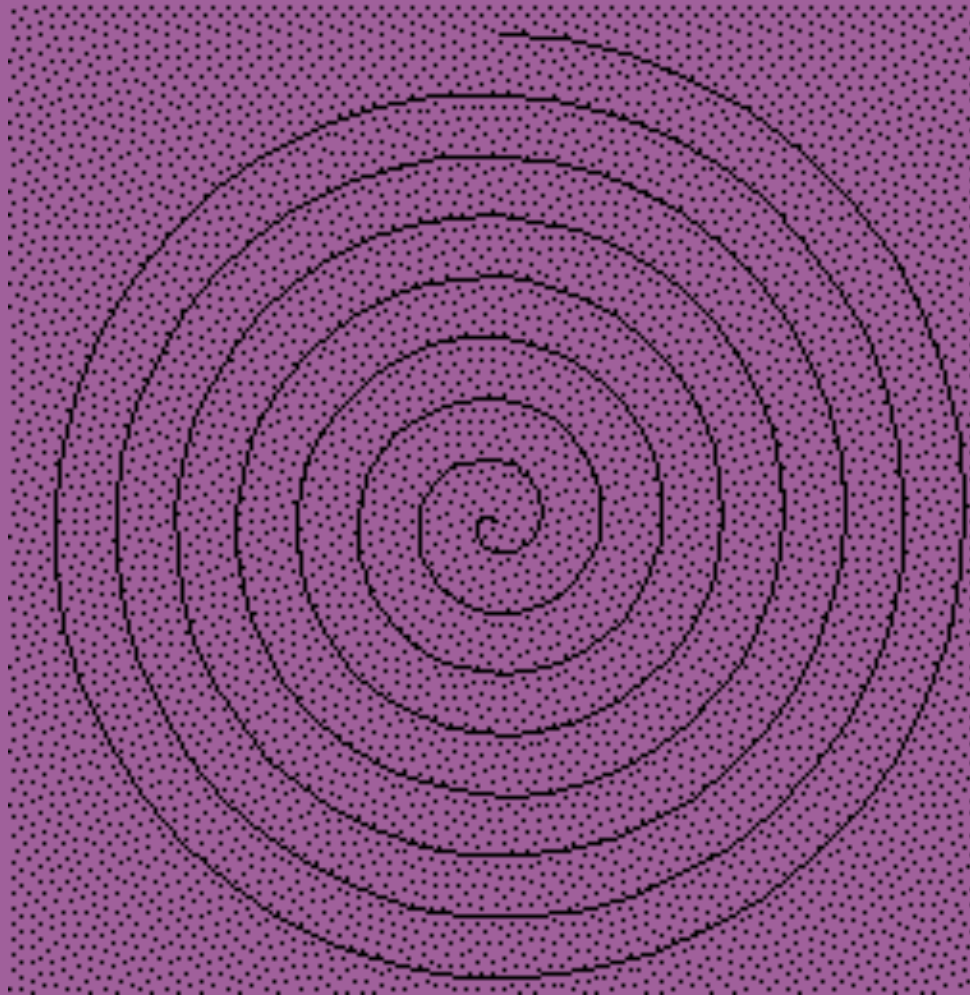
# Get It Together!

- IV. Planning: Day, Week, Month, Semester, Year...
  - Objectives
  - Activities
  - Time
  - Schedule

“Time is your friend, not  
a high pressure enemy!”



# Time Spiral



# “Laws of Stuff”

1. Stuff breeds.
2. Useless stuff crowds out useful stuff.
3. Dust loves stuff.
4. Stuff tends to stay where it lands.
5. Stuff expands to fill available space.
6. Over time, stuff becomes invisible.
7. Stuff costs \$\$\$ more than once.
8. Stuff has a powerful effect on your state of mind.
9. Stuff takes on value only when used.
10. Stuff doesn't make you happy, YOU do!

# Laws of “Time”

1. Time cannot be created or destroyed.
2. Nobody gets more time in a day than you do.
3. Time isn't \$\$\$, it's your life.
4. Value of time is created by opportunity and choice.
5. Once time is lost, it can never be reclaimed.
6. Time invested in planning, preparing, and organizing is a vital key to making the most of your time.
7. You can always begin where you are.
8. Identifying your personal time-wasters leads to mastery.
9. Time expands when you set limits.
10. Enjoy the passing of time.

# The “Good Stuff”

- Making Music
- Changing Lives
- Playing Band!

# Reasons We Fail

- Lack of People Skills
- Lack of Organizational Skills



# Procrastination

## Underlying Causes:

1. You're not really committed.
2. There is something that you don't want to face.
3. You don't know how.
4. You have some belief that is getting in the way.
5. You're setting too high a standard.
6. You are afraid you'll fail.
7. You're trying to do too much at once.
8. You haven't clearly defined your goals.
9. Your energy level is low.
10. You aren't convinced of the benefits.



# Procrastination

Break through the bottleneck...

1. Take one step.
2. Do the hardest thing first.
3. Clear the decks.
4. Break it down into small tasks.
5. Tackle it head on.
6. Work towards your goal every day.
7. Set deadlines.
8. Set a fixed time to take 'it' on every day.
9. Have a "Whatever-it-takes" attitude.
10. Don't let detail or perfection get in your way.
11. Enlist some help.
12. Do it now! Habit!!
13. Increase your rate of motion.

# FOCUS, DAMMIT!

Seven ways to defeat distraction and get it done.

1. Think by the week.
2. Tell people to leave you alone.
3. Clear off your desk, create 'hot, warm, cold' piles.
4. Straighten out your life.
5. Respond right away.
6. Carve out time.
7. Pick the 'Low hanging fruit.'

“Do the work to identify  
your goals,  
Create systems to  
achieve them,  
Allow yourself time to  
enjoy the rewards.”

# Rule #1: Motivation

Motivation is the key:

The Ability to motivate yourself

The Ability to motivate others.

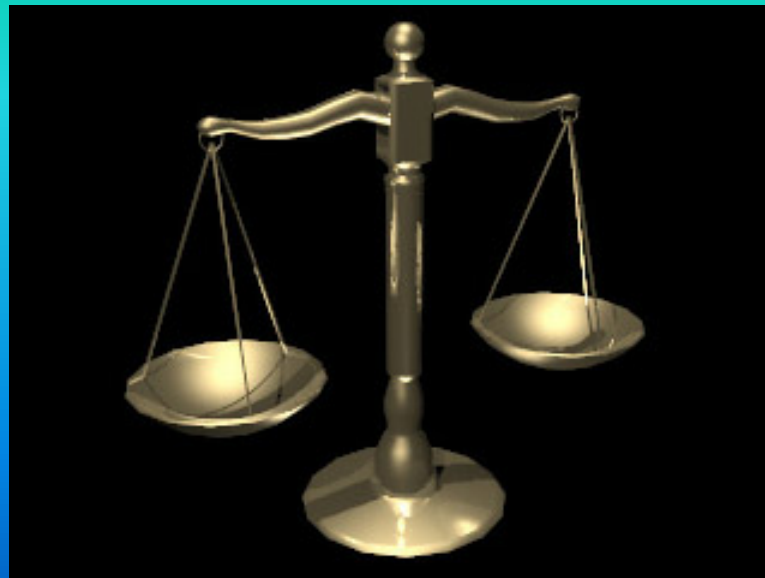


# Rule #2 – 10/80/10 Rule

10% will always be positive

10% will always be negative

80% will be ambivalent until swayed  
negatively or positively



# Great Leaders:

- Have high energy levels.
- Know how to listen.
- Have confidence.
- Have high levels of integrity.
- Are sensitive to other people.
- Are willing to fail.
- Have a sense of humor.
- Are optimistic – find ways that they CAN.
- Don't compare themselves to other people. (We're #1 B.S.)
- Are caring and sharing.

# Five Major Time Wasters

1. Spreading yourself too thin
2. Being afraid to delegate.
3. Not wanting to say “NO!”
4. Being tied to the phone/computer.
5. Procrastination



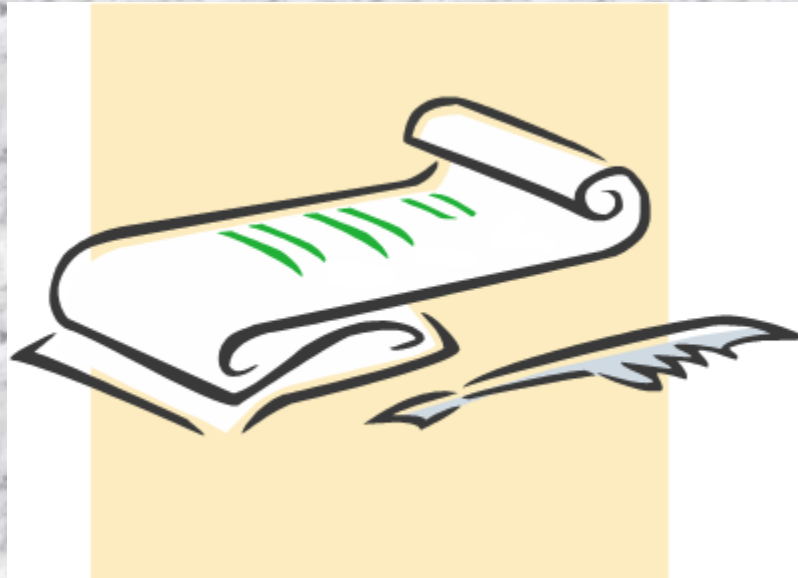
# Delegation

1. Pick the right people
2. Match the person to the task
3. Build confidence
4. Add your personal spin
5. Task Communication
6. Keep tabs on your 'delegates'
7. Make and enforce a due date



# Week One

List your top five  
priorities for the fall.



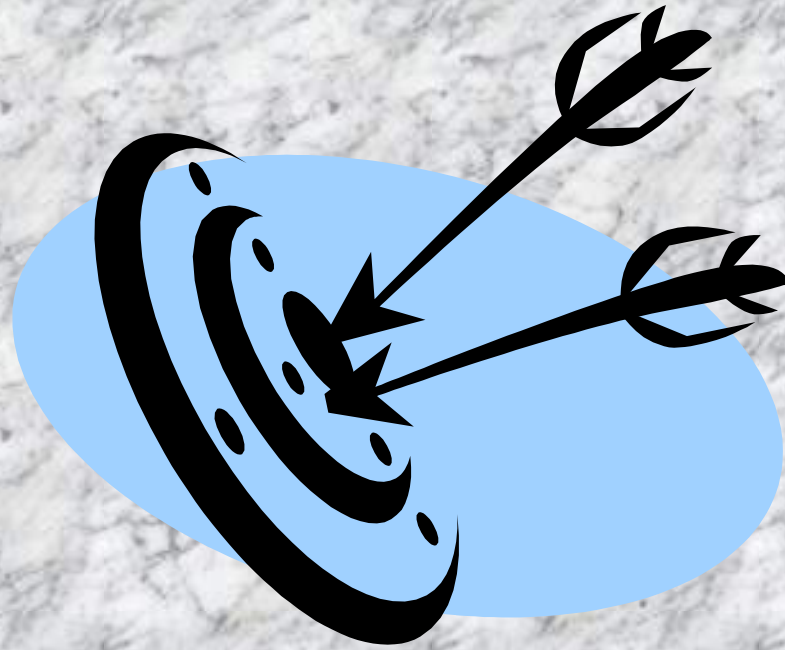
# Week Two

List ten things that drain your energy.



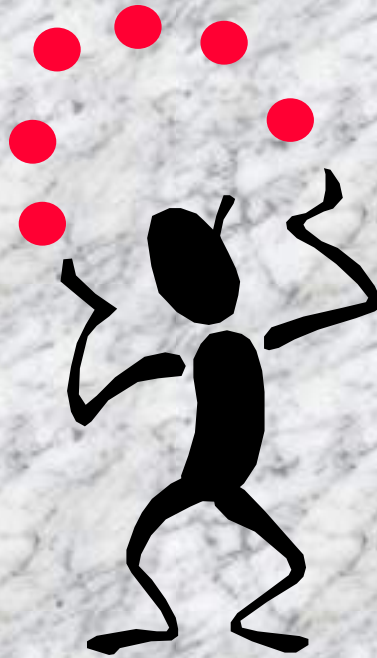
Week Three

Focus.



# Week Four

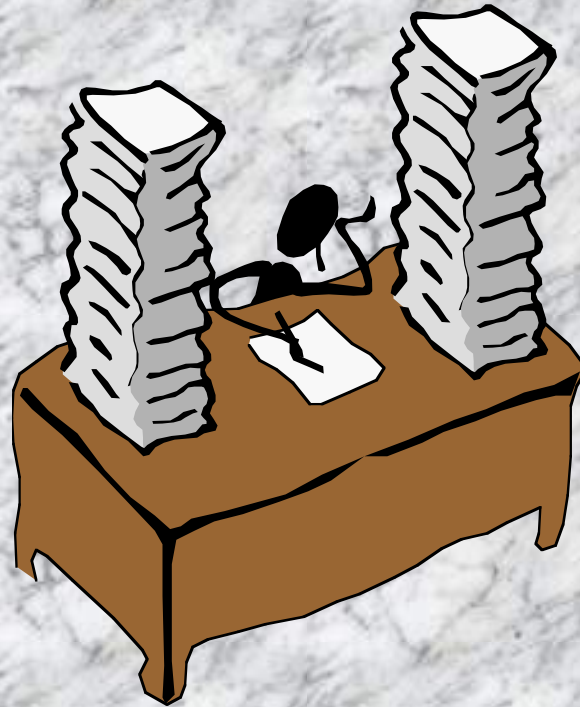
Drop one ball.





# Week Five

## Clear the Clutter.



# Week Six

Pamper Yourself.



# The First Step...

THINGS TO DO

## TODAY

Date \_\_\_\_\_

COMPLETED

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

# Begin Here!

- You!
- Band Facilities/Equipment/Inventory/etc...
- Band Schedule:  
Curriculum/Yearly/Semester/Weekly/Daily
- Students: Leadership, Recruiting,  
Retention, Trips, etc.
- Parents/Administration/Teachers/  
Community



# How?

- Think through - long term, short term
- Handbooks
- Newsletters
- Outlines/Guidelines

# Golden Rules for Living

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it back up.
4. If you break it, admit it.
5. If you can't fix it, call somebody who can.
6. If you borrow it, return it.
7. If you value it, take care of it.
8. If you make a mess, clean it up.
9. If you move it, put it back.
10. If it belongs to someone else, get permission to use it.
11. If you don't know how to operate it, leave it alone.
12. If it's none of your business, don't ask questions.

# The Road to Success

- Establish Goals.
- Become a student of what you wish to accomplish.
  - Have a hero
  - Have integrity
- Overcome fear.
- Demonstrate respect for yourself and others.
- Demand more of yourself than you expect from others.

# The Road to Success (cont'd)

- Deliver more than you promise.
- Admit your mistakes, take responsibility for your actions.
- Cultivate a winning attitude.
- Have fun, enjoy what you do.
- Celebrate the accomplishments of others.

# Quotes to Live By:

“It’s not how GOOD you are, it’s how GOOD you want to be.”

“If we don’t get lost, we’ll never find a new route.”

“Why do we strive for excellence when mediocrity is required?”

“If you can’t solve a problem, it’s because you’re playing by the rules.”



# More Quotes to Live By:

“Success is going from failure to failure with no loss of enthusiasm”

“To become a champion, fight one more round”

“Those who lack courage will always find a philosophy to justify it”

“Fail, fail again, fail better.”



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