

The 168-Hour Paycheck: Time as Currency for Pharmacy Leaders

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Pharmacy Forward: Advancing Practice for a
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Disclosure Statement

- Rob Mullins has no relevant financial relationship(s) with ineligible companies to disclose.
and
- None of the planners for this activity have relevant financial relationships with ineligible companies to disclose.





Learning Objectives

At the completion of this activity, the participant will be able to:

- **Evaluate** current time-use patterns within a 168-hour week to identify inefficiencies and role overload.
- **Apply** the 168-Hour Paycheck and RACI frameworks to clarify responsibilities and reduce calendar workflow friction.
- **Construct** a personalized time-investment action plan aligned with professional priorities and personal well-being.



POLL

Who would like to find more time to...?



When Purpose Creates Momentum

Many of us have so much to do and seemingly so little time to do them.



There are some people however that seem to accomplish so much that they seem inhuman.

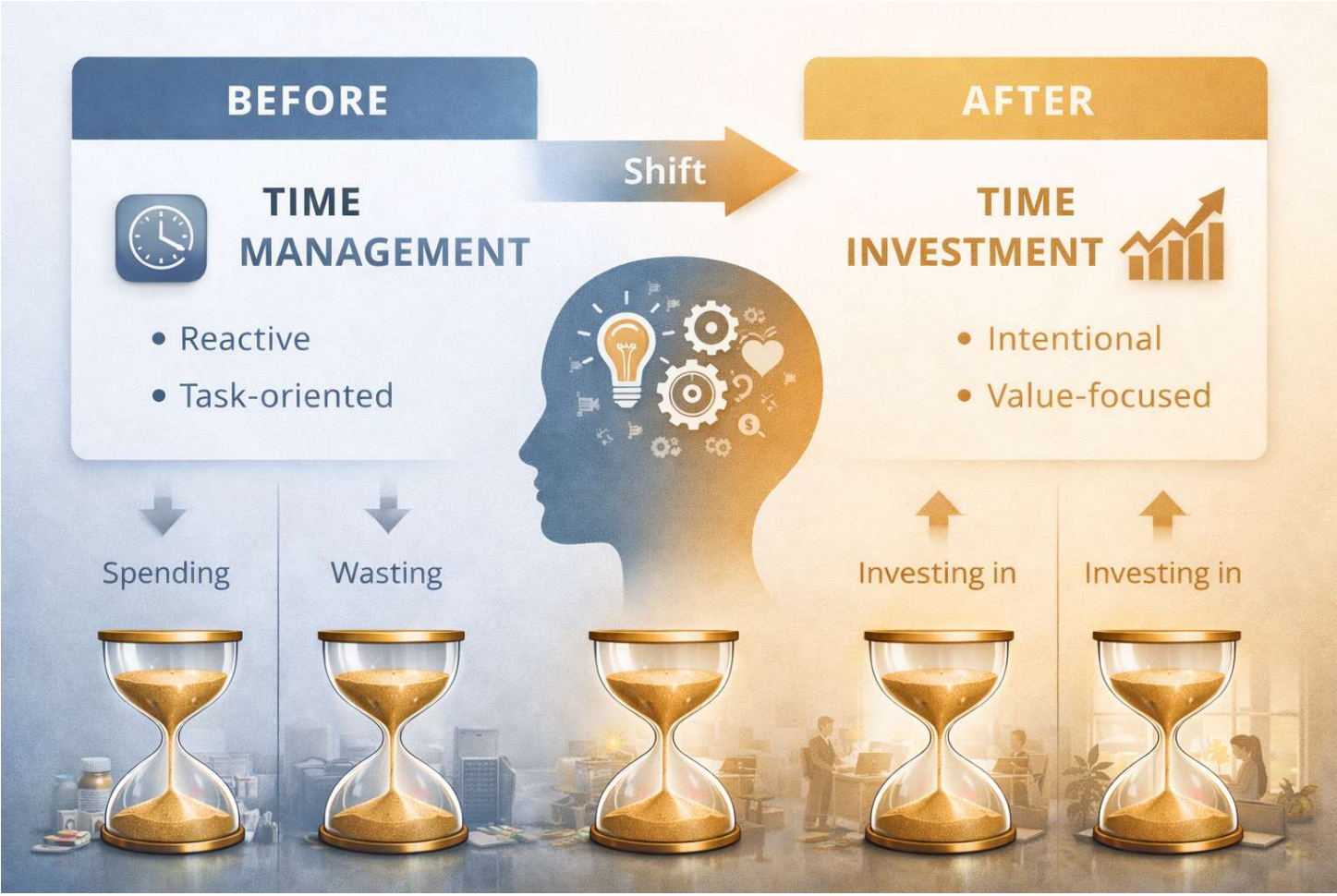


Many of them understand the why behind what they are doing. When you understand the why and see the tasks as building blocks for the future, you tap into a newly found energy and focus that seemingly helps you reach warp speed.




They are all intentional about how they look at time





DATE _____ 20 _____ 0000

PAY TO THE ORDER OF YOU \$ **168 HOURS**

_____ DOLLARS  SECURITY FEATURES INCLUDED. DETAILS ON BACK.

MEMO _____

⑆0123456789⑆ 0123456789⑆ 1234



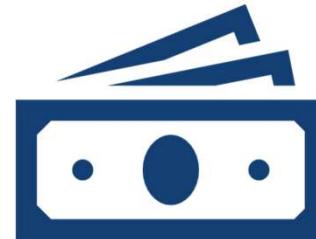
The 168- Hour Paycheck Framework



Time as Currency for Today's Leaders



A penny saved is a penny earned



A second saved is a second earned



Reflection



3 mins



Review Calendars



Find 2 stress weeks

One past and one future



Personal Action Plan





First Lens

What were the last three times I said yes to additional workload/time commitment, no matter how small when I did not remove another work item to make room?





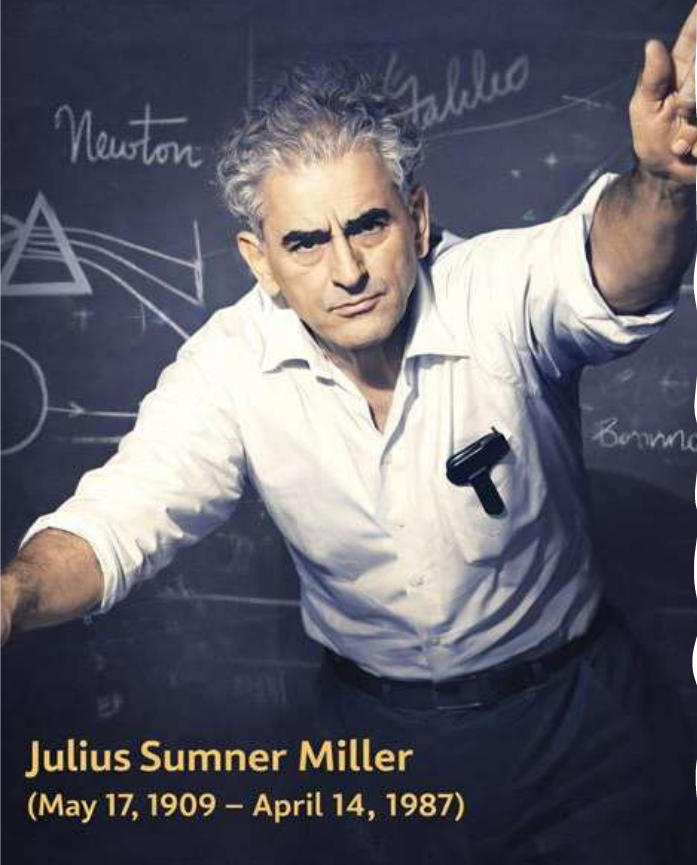
Second Lens

Did this investment of time move something closer to the finish line?



$$W = Fs$$

Work = Force \times Displacement



Julius Sumner Miller
(May 17, 1909 – April 14, 1987)

Productivity?

DEFINE IT



Third Lens

Look back and look forward

| Responsible | Accountable | Consulted | Informed |
|--|--|--|---|
| R | A | C | I |
| The person (or people) doing the actual work to complete the task. | The owner of the task, ensuring it is completed correctly and on time. There should only be one person accountable per task. | Experts or stakeholders whose input is required before or during the task. | Those who need to be kept updated on progress or decisions after the task is completed. |



The 1 Hour Meeting

Look back and look forward

| Responsible | Accountable | Consulted | Informed |
|--|--|--|---|
| R | A | C | I |
| The person (or people) doing the actual work to complete the task. | The owner of the task, ensuring it is completed correctly and on time. <i>There should only be one person accountable per task.</i> | Experts or stakeholders whose input is required before or during the task. | Those who need to be kept updated on progress or decisions after the task is completed. |

Of the meetings on my calendar which am I ...

| Responsible | Accountable | Consulted | Informed |
|-------------|---|-----------|--|
| R | A | C | I |
| Full Hour | Full Hour <i>There should only be one person accountable per task.</i> | 15 mins | Not on meeting but a 5min debrief in conjunction with other projects |



Fourth Lens

Look back and look forward

Ask Yourself:

Am I the only one that
can accomplish this or
are there others that
I can delegate to?



Fifth Lens

Look back and look forward

Ask Yourself:

Do any meetings have direct report overlap?

Can those be divided?



Eisenhower Matrix

URGENT

NOT URGENT

IMPORTANT

Crying Baby
Kitchen Fire
Some Calls

Exercise
Vacation
Planning

NOT IMPORTANT

Interruptions
Distractions
Other Calls

Trivia
Busy Work
Time Wasters





Sixth Lens - Final

Ask Yourself:

Is the cadence of meetings reflective of the Eisenhower Matrix?

This is a good filter as new items are added.



168 Hours: Calendar Reflection Worksheet

Review your one past stress week and the one future stress week. Capture patterns, not perfection.

| Unprotected "Yes" | Moving Forward | RACI | Delegation Reality Check | Overlap & Redundancy | Eisenhower Alignment |
|---|---|---|---|--|---|
| <p><i>Where did I say yes without removing something else?</i></p> <p>Past examples</p> <p>Upcoming risks</p> <p>Pattern I notice</p> | <p><i>Work = Force x Displacement</i></p> | <p><i>In most meetings, I am primarily a...</i></p> <ul style="list-style-type: none">Decision MakerContributorListenerObserver <p>Meetings that could be shorter, combined or removed</p> | <p><i>Am I truly the only one who can do this?</i></p> <p>Delegate or share</p> <p>Who else could own this?</p> | <p><i>Where do meetings overlap in people or purpose?</i></p> <p>Potential redesigns or splits</p> | <p><i>Is the cadence of meetings reflective of the Eisenhower Matrix?</i></p> <p>This is a good filter as new items are added</p> |



The Time Tally



Total and share how much time you could have saved over the past week and how much you will save in the future week?



How much could you save over the 52 weeks in a year?



168 Hours: Calendar Reflection Worksheet

The Time Tally: Estimated Time Reclaimed:

Past 4
weeks:

hrs

Next 4
weeks:

hrs

Next 44
weeks:

hrs

Final Commitment :

One meeting or commitment I will remove or redesign



Lessons Learned About Time

Former leader that shaped your work habits

15 mins early....no that's a lot of wasted time over time





POLL

When is your most productive time of the day?





One calendar!
Personal and all



Electronic calendar, dump
the paper books

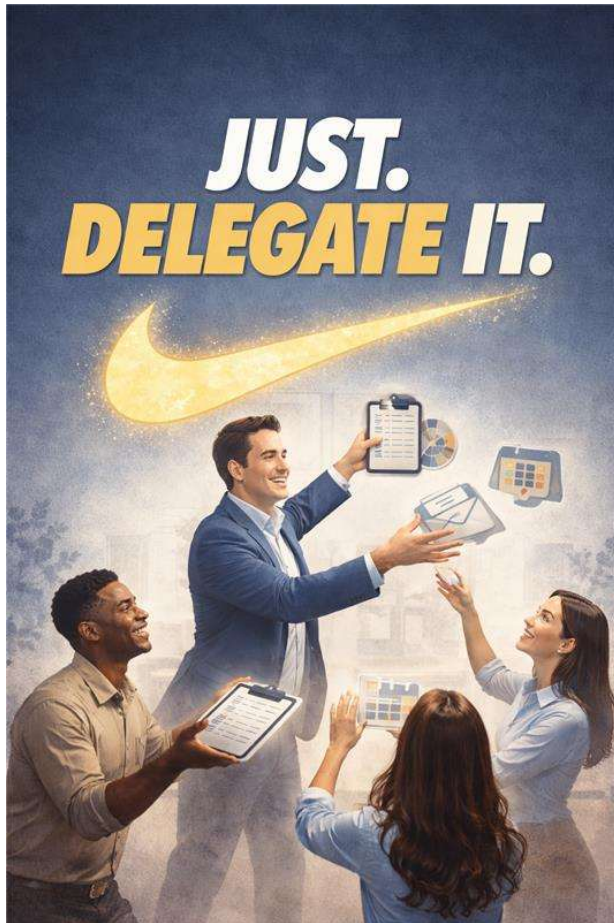


Schedule personal time,
lunches weekends in same
calendar, diff color



Stay organized!
Everything has a home,
use it and put it home





Do it, Delegate,
or Delete



Be present in
the moment
don't multi-task



Leverage is the Strategy

Force multiplier

Leverage your resources

Problem solving

Force Multipliers AT WORK

Leverage Your Resources.
Solve Bigger Problems.



PRIORITIZATION

01

They are also good at prioritizing what is on their plate.

02

Next, they decide what must be done and what would be nice to do.

03

Then they decide which to do they are dreading and then do one of two things.

04

One- they delegate it or Two- they complete this task first and thus eliminating the anxiety of dreading it all day!



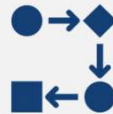
Who

What

How



Who or what is the wild card that throws you curves possibly making you change your plan? How to approach them or plan for them.



Visualize your day and week



Efficiency with trips and down time



Proactive vs. Reactive

- ✓ Every day look out toward the rest of week/month
- ✓ Do most important thing first in day or week or most dreaded thing
- ✓ Look at calendar every am for that day, tomorrow and week. How is everything fitting in. Changes that need to be made?
- ✓ Tetris
- ✓ Also estimating the length of time each task may take, finding time in the schedule that works and then keeping focus on those timelines to meet or exceed.





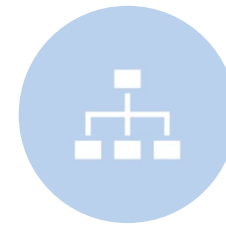
EVALUATE CALENDAR AND WHAT
SPENDING TIME ON, BUCKET
AND SHED, EXAMPLE OF
MARKETING



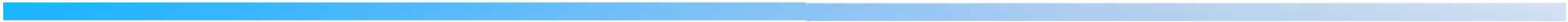
TIME ZONE?



YOU DO NOT HAVE TO RESPOND
ON WEEKENDS



DELEGATE, PUSH DOWN



What Really Deserves Your Time

If you start with sand, the big rocks never fit.
High performers don't manage time — they manage *priority density*.

Big Rocks → Critical outcomes, leadership work, decisions only *you* can make

Pebbles → Important tasks that move work forward

Sand → Email, meetings, busywork, noise



168 Hours Leadership





Hiring the Right People





Accountability

Accountability on your team, whose job are you doing besides your own?
Work & home?



Developing Your Team



Make it intentional!



If you are bogged down with details and multi-tasking, it is difficult to intentionally make your team better. Help them improve over the next year.



What are they listening to, reading



What are you rewarding?

Endorphins/addictive
reward system you operate
in or create for your team.

Reward results not effort.



Wrap-Up



Time is your currency



Clarity beats hustle



Protection of focus =
leadership effectiveness



Questions



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Need More Information?

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