



**Artist, Educator, Administrator:  
...So Many Hats, So Little Time**

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# Artist, Educator, Administrator: ...So Many Hats, So Little Time

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Sponsored by Hal Leonard

We wear many hats

**PROFESSIONAL**

*Artist, Educator, Administrator...*

**PERSONAL**

*Husband, Wife, Partner, Parent, Friend...*

And we all have the same problem

We're stuck between the  
idiots that make the  
decisions and the  
morons that won't  
follow our instructions.

# A Few Basics...

- We have to learn to do some simple things
- We must do them repeatedly until they become a part of who we are, until they become a habit
- This is not an intelligence, it is a learned skill

# As People We

- Must not allow ourselves to be defined by our work
- We have incredible human potential
- Must find that balance between our lives and our work
- Our work must **add** to the quality of our lives, **not become** the quality of our lives

# As Professionals We

- Produce ideas, knowledge and information
- Must have confidence that we can get the job done
- Need to act



# We Work With Knowledge

- We must make decisions
- Our product may be defined by our results
- But our goal should be in what we contribute
- Our decisions carry more weight than the work of all of our students combined

# Realities

1. Our time is not ours. Once we are at work, our time is everyone else's
2. We are looking at life from the inside out
3. We have to rely on the work of others (administrators, colleagues, parents, students, and community) in order to do what we need to do

# Strategies

1. We have to know where we spend our time
2. We have to embrace giving our time away
3. Look for the things we do well and build on them
4. Realize less is more
5. Make decisions that are in the best interests of the whole

# We Manage Time Not Tasks

- Our supply of time is finite. We can't buy more time
- We have to know when we are most productive
- We need to find the large blocks of time
- We need to find blocks of time when we will not be interrupted

Time...

*...the more people have to work together, the more time will be spent on “interacting” rather than on work and accomplishment”*

# Working Together

*...too much interaction usually leads to problems of human relations resulting in disagreements, dislike, jealousy, feuds, and frictions... people get in each other's way*

**We can either meet or we  
can work, but we can't  
do both**

# Creating Time

- Find non-productive, time-wasting activities and get rid of them
- Identify and eliminate the things that don't need to be done at all
- Determine which activities could be best done by someone else
  - DELEGATE
- Don't waste other people's time



# Creating Time (cont)

- There is not much risk that we will cut back too much. We tend to *overrate* rather than *underrate* our importance
- Too often we conclude that far too many things can **ONLY** be done by ourselves.
- Eliminate the things in our lives that waste our time

# Things That Waste Time

- Meetings without a purpose or direction
- Being unprepared for a class session, rehearsal, or meeting is not just unproductive, it can be dangerous
- Not letting people know what is going on
- Giving information in the wrong form

# Knowing YOUR Time

- Discovering how much time is “discretionary?”
- Identifying how much time is available for the BIG tasks
- Realizing the length of our attention span
- Learning to wait
  - I have never come across a crises that could not wait 90 minutes!!!*
- Doing the BIG work while you are FRESH

Remember...

**MANAGE TIME**

**PRIORITIZE THINGS**

# Open and Closed Thinking

- In order to be creative, we must be able to be in a relaxed state, something that allows us to see possibilities rather than limitations
- Our thinking must be OPEN
- This takes time, it is something that we must work at, and stay with until it happens
- The creative process provides options
- We cannot rush or force the creative process

# Open and Closed Thinking (cont)

- Creativity happens at the strangest moments
  - Driving the car
  - Taking a shower
- We need to be in state of relaxation or at the very least not intently focused on a specific situation or problem
- Our mind must be free from distraction
- We must allow our mind to relax

# Open and Closed Thinking (cont)

- This open mode or creative process is an integral part of leadership
- It helps us to realize and define a vision and realize our mission
- Once we establish what it is we want to do, we must then switch gears and do the task at hand.

# Open and Closed Thinking (cont)

- Entering into the “closed” mode is getting things done.
- The object of closed thinking is to focus on the tasks at hand.
- This is management.
- Here we not only do the “right things,” we also need to do “things right”



# The Tools of the Trade

## –Calendar

- Time Management

## –Lists

- Task Prioritization

## –Files

- Resources and Reminders

# The Calendar

- MONTHLY CALENDAR
  - Boulders
  - Rocks
- Weekly Calendar
  - Stones
  - Pebbles
- Daily Calendar
  - Sand
  - Water

# The Calendar

- Monthly Calendar
  - Identifying days of time
- Weekly Calendar
  - Identifying hours (chunks) of time
  - Here is where we assign the big projects
- Daily Calendar
  - Identifying discretionary time

# Monthly Calendar

- Boulders
  - Birthdays, Anniversaries
  - Holidays
  - Major Events
  - Vacations
  - Trips

# Monthly Calendar

- Rocks
  - Start and End of School
  - Concerts, Festivals, Contests, Conventions
  - Regular Monthly Meetings
    - Faculty, Boosters
  - Testing Dates
  - Time You Do Not Want To Commit
    - *“SOMETHING”*

# Weekly Calendar

- Stones
  - Class Schedule
  - Class Preparation & Score Study
  - Regular Appointments
    - Religious Services
    - Faculty – Staff Meetings
  - Other Activities
    - Community Band, Individual Practice
    - Personal Health – Workouts, Running

# Weekly Calendar

- Pebbles
  - Additional Appointments or Meetings
  - Special Events You Would Like to Attend
  - Grocery Shopping, Laundry
  - Planning for Next Week
  - Uncommitted Time: “Something”

# Daily Calendar

- Sand
  - Emails
  - Phone Calls
  - Communications
  - Grading Assignments



# Daily Calendar

- Water
  - Running Errands
  - Reading
  - Watching Television
  - Social Media
  - Shopping

# Time Management

A good money manager will tell you to pay yourself first

A good time manager will tell you to do the same. Protect your time first

To create time in your life you need to learn a new word....

No

# The List

- Write it down and you don't have to remember it – make it comprehensive
- Categorize the list
  - A,B,C
- Prioritize the categories
  - 1, 2, 3
- First things first
- Assign a time to each item

# The List (cont)

- Once you write the list you need to organize the list
  - Activity or Group
  - Person
  - Chronologically
- We continually add (and cross off) things on the list
- The list never gets shorter

# The List (cont)

- The list is like learning, the more I know, the more I know I don't know
  - *The more I do, the more things I see that I can do or that needs to be done*
- We review the list (at least) every day
- We can only do one thing at a time

# Your Files

- Active
  - Projects currently in progress
- Stored
  - Reference materials
- Resource
  - Paperwork associated with tasks to be done
- Tickler
  - Paperwork that has a definite due date

# Your Files (cont)

- Keep a directory of all your stored files
  - Provides an easy way to find materials
  - Allows you to see how you label items to aid in the creation of new files or to help file additional items into existing files
- A-Z files for paperwork associated with tasks to be done work well
  - Assign a letter to the item and file it
- A three ring binder with monthly dividers works well for a tickler file



# Ideas To Help Save Time

- Meetings
- Assessments
- General Organization and Administration of your program

# Meetings

- Why are we having this meeting?
- Is it a meeting or a briefing?
  - Do we want a decision?
  - Do we want to inform?
- Is there another way
- Making and sticking to a plan
- Creating an agenda

# Developing An Agenda

- Call The Meeting To Order
  - State the purpose of the meeting
- Attendance (if necessary)
- Open Forum (if necessary)
- Read the minutes from the previous meeting or recap what was accomplished at the previous meeting.
- Provide a financial report (if necessary)

# Developing An Agenda (cont)

- Additions to the agenda
- Committee Reports (If necessary)
- Old Business
  - Item
  - Item
- New Business
  - Item
  - Item

# Developing An Agenda (cont)

- General Announcements
- Open Forum (if necessary)
- Closed Session (If necessary)
- Adjournment

# Running Meetings...

- State purpose and how this meeting is going to help the organization first
- Know what you want to get done
- Do not allow it to become a bull session
- Do not allow one person to dominate
- Don't be afraid to let an issue die
- New items go to the next meeting
- Review what was accomplished at the end

# Assessments

- Don't assign anything you are not willing to assess or grade
- Two measures of music is plenty
- Develop your criteria and grading system
- Start where student will be successful
- Test your best students first
- Inform them in advance – no surprises
- Make assessments a regular part of class

# Teach Band or Orchestra?

- If you teach band and orchestra, you owe it to yourself to check out Hal Leonard's ESSENTIAL ELEMENTS INTERACTIVE program. It comes as FREE supplement to the Essential Elements Method for Band and Orchestra.



# Essential Elements Interactive

- Music Studio
- Resources
- Assignments
- Communication
- Calendar
- Finally, Teachers – Students – Parents on the same page.

# So, As You Plan For Your Future

Think, reflect, and decide your course of action.

Remember, a decision is a judgment...a choice between alternatives...rarely is it a choice between right and wrong. Make course corrections as needed as it is an integral part of your growth.

**GOOD LUCK!**  
and  
**THANK YOU!**

Thanks to my friends at  
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Please feel free to contact me

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