

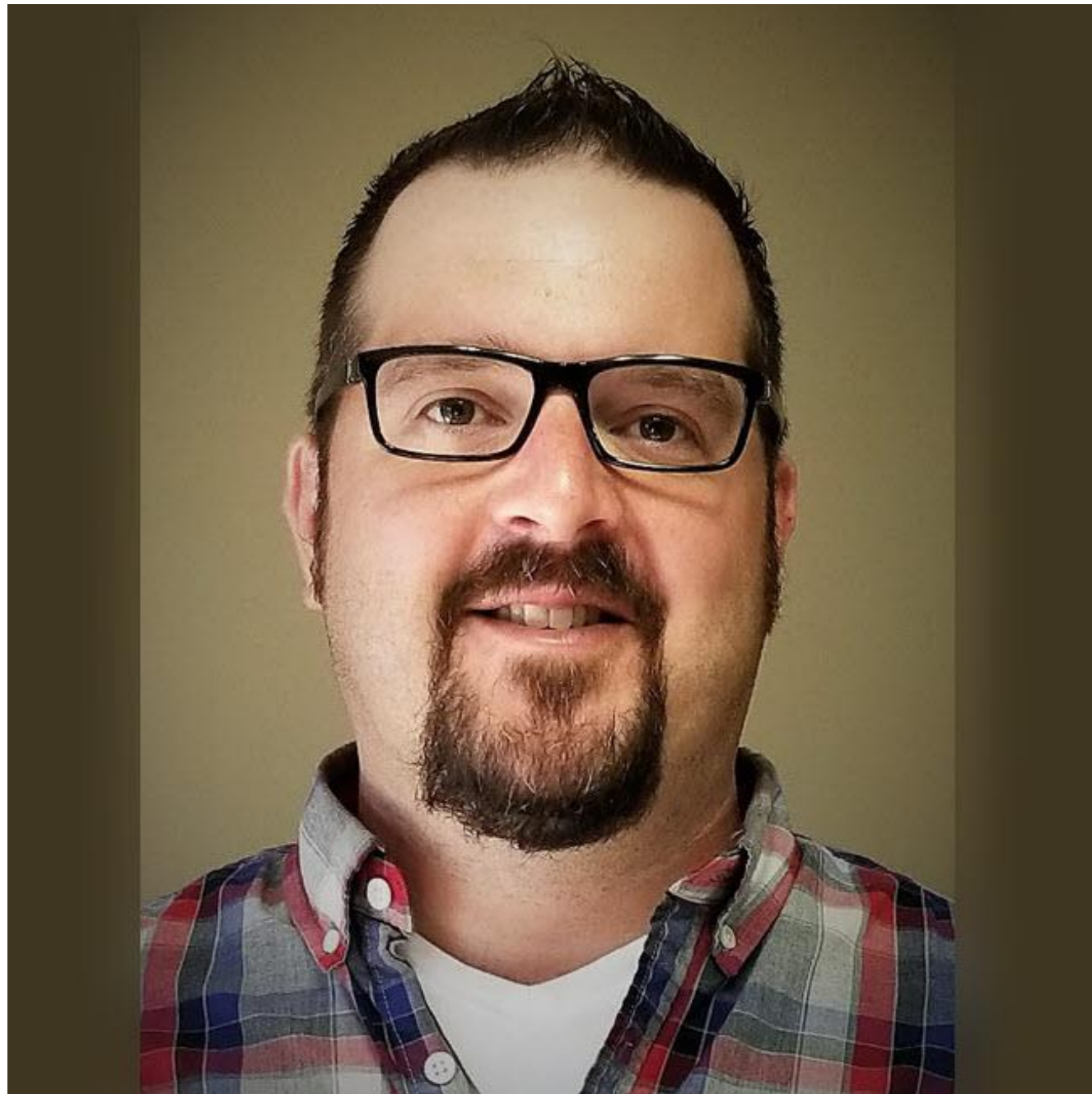
CAD Management When You Do NOT Have the Time!

Mike Thomas

Technical Services Manager – Prairie Machine

IM196620





About the speaker

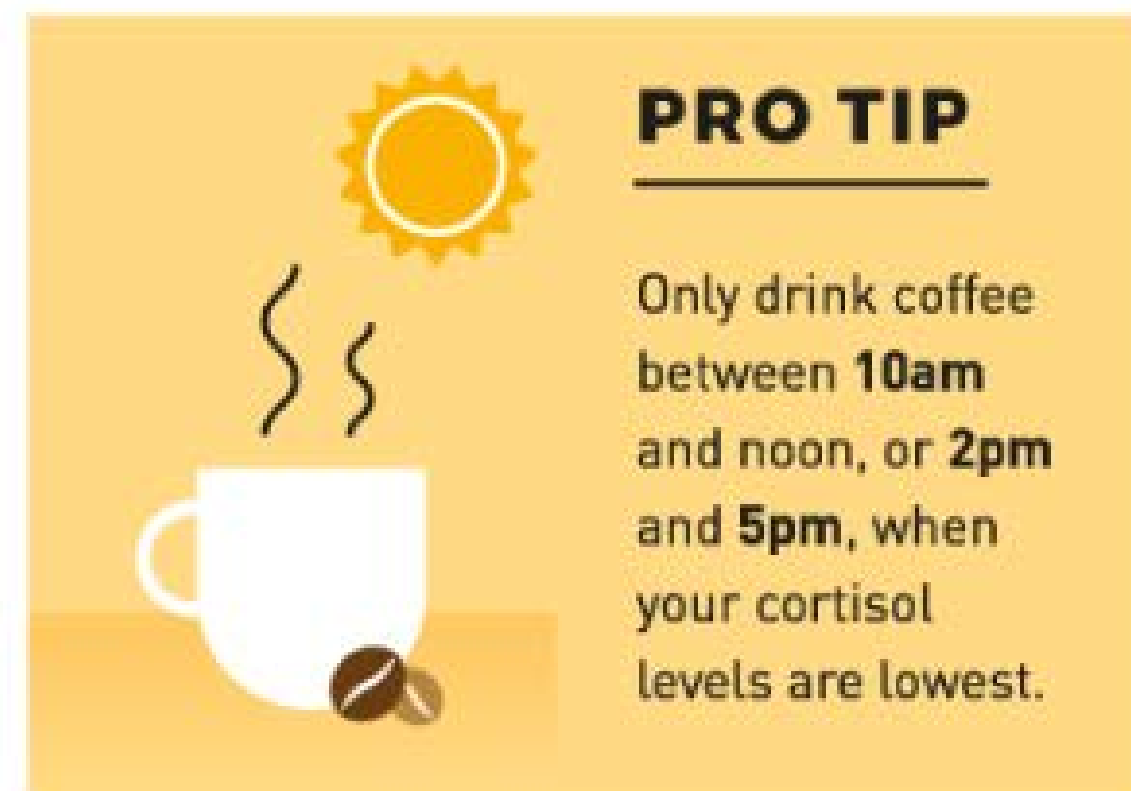
Technical Services Manager

I spent the first 12-years of his career in the Autodesk channel working for an Autodesk reseller. I've has been using AutoCAD since r13, cut my solid modeling teeth on Mechanical Desktop, and have been using Inventor since before it was known as Inventor.

I am now the Technical Services Manager at Prairie Machine, a mining equipment manufacturer. Reporting to the general manager, I am responsible for overseeing the company's technical operations and the strategic technical growth.

DRINKING COFFEE BETWEEN 8 AND 10AM

According to a study by the Geisel School of Medicine at Dartmouth, drinking a coffee to kickstart your day is a bad idea because it interferes with the time when the stress hormone cortisol is peaking in your body, which raises your stress levels.¹



9 PRODUCTIVITY MISTAKES

YOU'RE MAKING IN THE FIRST 10 MINUTES OF YOUR WORK DAY

Think about how you spend **the first 10 minutes** of your work day. Do you make a coffee? Watch a YouTube video? Catch up with the news? Although it feels like no time at all, how you spend the first 10 minutes can make or break the rest of your day.

So, what mistakes should you be avoiding?

9 Productivity Mistakes ...

“There are a number of things you’re probably doing every morning that are actually hindering your productivity.”

– Rose Leadem, Entrepreneur.com

Others?

Not Emptying Your Brain Before Starting on Your Tasks |
Checking Your Emails First Thing | Going Straight Into a Meeting
| Sitting Down in Your Chair | Working Away From Natural Light |
Setting Self-Imposed Deadlines for Your Daily Tasks | Opening
Up a Web Browser | Starting Several Tasks At Once

The Challenges of CAD Management

BY ROBERT GREEN...

1. **The Authority Challenge** – you have none
2. **Constriction of Having No Control** – cost, time, resources
3. **Ambiguity of your Duties** – everyone thinks they know what you should do
4. **The Smartest Guy in the CAD Room** – It is a shootout every day
5. **A CAD Meltdown** – you have to clean up others mistakes
6. **The Blame Game** – it always seems to be your fault
7. **Change is Bad** – no one wants to embrace any kind of change

“FIRST RULE OF LEADERSHIP: EVERYTHING IS YOUR FAULT”. -A BUG’S LIFE

*Know Your Role... and Shut
Your Mouth*



80% | 20%



*“I AM NOT AFRAID OF AN ARMY OF LIONS
LED BY A SHEEP; I AM AFRAID OF AN
ARMY OF SHEEP LED BY A LION”*

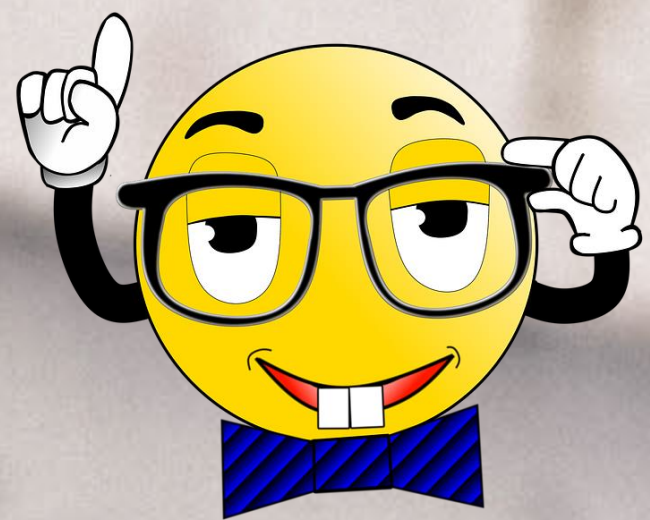
ALEXANDER THE GREAT

*"MANAGEMENT IS DOING THINGS RIGHT;
LEADERSHIP IS DOING THE RIGHT
THINGS."*

PETER F. DRUCKER

*"LEADERSHIP IS ABOUT TAKING
RESPONSIBILITY, NOT MAKING
EXCUSES"*

MITT ROMNEY







Getting Things Done

The art of stress-free productivity – David Allen

Getting Things Done the art of stress-free productivity

from the New York Times bestselling author

David Allen



READ BY THE AUTHOR



Do the worst task first.

Eat the frog.

THE EISENHOWER BOX

	URGENT	NOT URGENT
IMPORTANT	DO <i>Do it now.</i> Write article for today.	DECIDE <i>Schedule a time to do it.</i> Exercising. Calling family and friends. Researching articles. Long-term biz strategy.
NOT IMPORTANT	DELEGATE <i>Who can do it for you?</i> Scheduling interviews. Booking flights. Approving comments. Answering certain emails. Sharing articles.	DELETE <i>Eliminate it.</i> Watching television. Checking social media. Sorting through junk mail.

*"What is important is seldom urgent and what is urgent is seldom important."
-Dwight Eisenhower, 34th President of the United States*

0900 MON

- * LUNCH SETA
- MICHAE PS TO MAKING
- HANDOFF REDDING? TO GYM
- O DINNER WITH PMS
- O JIMIE SEE FOR LUNCH
- "SART CAMP ROW" BY PLAYBACK

0407 TUE

- X CALL MAE
- SEND KATIE EMAIL
- DEIAN NEW CODE FOR LONG OF LAUGHS

0408 WED

- EVLVED OF CATIB?
- WIFE @ ZEE E DUMMI
- O DENTIST ART.

0410 THU

- * P. PARTY



Process: Inbox Zero

Merlin Mann



Delete
(or Archive)



Delegate



Respond



Defer



Do







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