

# Time management made personal

By Scott Woosley, DDC Public Affairs

Managing time has become more and more important in today's fast-paced world. All the technological advancements we now enjoy were initially supposed to make our lives less hectic, but it seems that just the opposite has happened.

Several of the Defense Distribution Center's supervisors from Defense Distribution Depots Norfolk, Va.; Oklahoma City, Okla.; and Red River, Texas, along with DDC headquarters, recently attended a class designed to help them find ways to accomplish all those necessary daily tasks.

For many of those supervisors there just doesn't seem to be enough time in the day to check e-mail, respond to requests, mentor employees, ensure all the required reports are done, and still keep their fingers on the pulse of what goes on in their particular part of the distribution process.

"We have heard this from almost every level in DDC—that managing time and finding time to fit in important leadership actions is a real issue," said Senior Executive Twila Gonzales, then DDC's deputy commander, when she addressed the group. "It was the number one area requested for additional training coming out of the Leadership Academy."

The instructor for the course was Deborah Wood of Business Development Resource, Inc., who worked in the distribution field for many years and now helps to train people to better manage their time. Her experience in distribution helps her relate to the specific needs of DDC's leaders, but her goal is to personalize the training for each individual.

"I've been in a lot of training that was very generic and technical, but not practical or customized," Wood said. "To make it more personal, I have the students write out action plans throughout the course that are specific to their tasks."

The three-day course is peppered with activities to help those attending tailor what they learn to their specific situations. Each activity includes time for individual students to write down what they perceive as their biggest time management issue and then use the techniques to make better time management decisions.

One of the techniques Wood uses is to have each person write down what things take up time during their work day and then find ways to either reduce their impact or eliminate them altogether if possible. Wood makes many other suggestions during the course. The idea is to provide each student with something that helps them specifically.

"The satisfaction of doing this is seeing people applying the techniques and hearing how the techniques helped them manage their time better," Wood said.

While the immediate objective of the training is to help DDC's mid- and senior-level leaders learn how to better manage both their own time and their employees' time, the long term goal is to change how

they think about management in general.

"How we manage and lead is just as critical to being competitive and productive as what we manage," Gonzales said. "We need to see how we manage as just as much of a technical skill as what we manage."

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## Former DDC commander nominated for third star

By Stacy L. Umstead, DDC Public Affairs

The president has nominated U.S. Army Maj. Gen. Kathleen M. Gainey, former commander of the Defense Distribution Center, for appointment to the rank of lieutenant general and assignment as director of logistics for the Joint Staff in Washington.

Gainey, who commanded DDC from August 2002 to August 2004, is currently the commanding general of the Surface Deployment and Distribution Command at Scott Air Force Base, Ill.

During her tenure at DDC, the initiatives Gainey spearheaded allowed the command to move unprecedented amounts of materiel with ever increasing efficiency.

