

Trumpet Solo Class Lecture #26

“Organizational Ideas”

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Develop a method to keep your schedule organized.

- Date Book
- Palm Pilot
- Self made weekly planner

Set Short and Long range goals.

- Lessons/Rehearsals
- Exams - Midterms/Finals
- Papers/Projects
- Performance responsibilities - Concerts/Solo Class
- Goals for improvement in your playing/teaching

Detail your goals in writing (in your planning method).

- Be specific about how each element is to be achieved.
- What are you doing today, this week, this month to achieve your goals?
- PERT Diagram

Setting your schedule.

- What are you doing in the next hour, today, this week, this month and this semester?
- Plan what you are doing next - avoid idle blocks of time.
- How do you make the most efficient use of your time?
- Listen to recordings as you walk to class - breathing exercises as you drive.

Make a “To Do List”.

- Try to get half of your list done each day.
- Prioritize the most important elements and do them first.
- Keep the list as a future reference (phone numbers, names).

Reflect and Re-evaluate what you have accomplished

- Are your goals realistic?
- Determine what works well and improve upon it.
- Determine what does not work and replace it.
- Observe how successful people organize their time.

Your reflection/re-evaluation should impact your next set of goals.

- Plan ahead (summer vacation, next semester).
- Allow yourself the time to be successful.
- Stay in control of your time and obligations.
- Sometimes “Less is More”.

Reward yourself when you have accomplished your goals.

- Spend time with a friend.
- Spend quite time by yourself.
- Do something that is positive - attend a concert, exercise, rest or just clear your mind.