

MSOM Lunch and Learn Webinar Series



Thursday, April 13th at 12pm CST:

The Juggling Act – Time Management Skills for a Better Tomorrow

You constantly juggle a full schedule with your job, family time, workout time, commute time, eating time, and sleep time – but you seem to always be running out of time. How do you balance your current schedule to ensure everything is completed on time, or even harder, how do you add to an already busy schedule? The answer is using time management principles and skills. In this webinar, a high-level introduction of time management will be presented including:

- An overview and the benefits of practicing time management,
- Time management challenges and common mistakes,
- Time management techniques, skills, and tips,
- Time management self-assessment, and

It is recommended to complete this [Time Management Self-Assessment](#) before the webinar. Your results will be reviewed during the webinar with specific recommended actions.

SPACE IS LIMITED, SO REGISTER TO ATTEND ONLINE AT: <https://operations-management.uark.edu/webinar-series.php>

About the Presenter:

Kirk Michealson is a retired Navy Surface Warfare Officer and Operations Research Analyst with a Bachelor of Science degree in Operations Analysis from the United States Naval Academy and a Master of Science degree in Operations Research from the Naval Postgraduate School. His sea duty was on combatants as the Damage Control Assistant, Chief Engineer, and Executive Officer, while his shore duty included acquisition analyst assignments in the Pentagon working for the Chief of Naval Operations and the Secretary of Defense. While in the Pentagon, he conducted the analysis to determine the number of ships in the entire Navy for the first Quadrennial Defense Review and the analysis to determine the expected service lives for surface combatants.

After his retirement from the Navy, he worked at Capital One Financial Services as the Legal Analyst, Head of Military Recruiting, and Exempt Recruiting Production Manager / Capacity Analyst. As the Legal Analyst, he conducted the analysis to determine which delinquent customers should be referred for legal action resulting a higher liquidation rate totaling a million dollars more a year for

Capital One. In recruiting, he lowered his cost per hire by 75% and was asked to take over exempt recruiting as the lead capacity analyst.

Next, he went to Lockheed Martin (LM) where he was a Fellow for Operations Research Analysis and was LM's Operations Analysis Workforce Development (OA WD) Project Lead. In this role, he was responsible for designing an OA Practitioner's Success Profile and Competency Model, determining the necessary skills and expertise to be a successful OA at LM. Before that he worked at Lockheed Martin's Center as the Experimentation Lead. In this role, he was responsible for all experimentation at the Center for Innovation, specifically developing a corporate-wide experimentation



process, monitoring the process, ensuring operations analysis consistency across experiments, and conducting independent risk assessments.

Kirk is a Past President and current Fellow of the national, professional Military Operations Research Society (www.mors.org), earning their lifetime achievement Clayton J. Thomas Award in 2014 for all his work for the society including developing experimentation and affordability analysis products for the government.

Currently, he is semi-retired working part-time for one of his former managers at Lockheed Martin helping developing Systems of Systems Engineering Technical Management plans and he teaches Excel and Decision Models for the University of Arkansas' Master of Science for Operations Management Program. Over his Operations Management Career, Kirk has always been assigned many projects at once and has had to learn how to budget his time. He has researched time management techniques over the years because he believes time management is an important part of a successful operations manager's career.