

Keys to Time Management

Basic Premises:

1. Accept – you will never be able to do everything you want... because there is just too much to do.
2. The driving force (purpose) behind managing your time is to accomplish your ultimate goal/s.

Four skills to use your time wisely requires:

Analysis
Planning
Delegation
Self management

The Process for success:

What to do Activity: Use the three level grid to fill in the % of time Owner thinks he spends on each activity rectangle (do not consider initially whether it adds up to 100%). See what the outcome is.

- 1) Spend your time doing what is key to the success of your business
Tool – David's chart
- 2) Work on tasks that can only be done effectively by you.
(3 "D"s -- Do it.... Delegate it.... or Dump it)

When to do Visual: Important/Urgent chart

- 3) Plan your time/ organize your work schedule so that you are never working the issues that fall into the "important/urgent" category.

How to do (*organize*)

- 4) Create a "template" schedule for each time period – month/week/day - which allocates time periods for specific types of tasks. Ex: travel to customers, return/place phone calls; do quiet work, organize paperwork, read.

Tool – Time blocking chart

How to do (*discipline*)

5) Work off of lists & mark the items for priority (a,b,c) -

The key to efficient use of time is planning

Tool – Daily, Weekly lists

Planning:

For efficiency

- Do it in advance -- Friday night or weekend for next week; the night before, rather than the morning.
- Gather your materials in advance, so can “hit the ground running”

For motivation

- Put as much on your list as you can, momentum gained as you check off
- When large projects, break them into small steps so you can see progress.

For effectiveness

- Each major project should be planned out over time periods - with other activities interspersed/

Hints for success:

Incremental progress is key. So for projects, “divide to multiply”. Start now, step by step.

Do the toughest things first –

- stops procrastination
- you’ll feel great... therefore...
- you’ll be inspired to do everything else required for the day

Delegate: Include scheduled time in your plan to oversee/ train/ obtain & review reports on the work you have delegated. Do not slip into the habit of doing it.

If you schedule on importance, not urgency – the urgent will almost never occur!