

Time Management



Six Steps to Time Control

- How to spot and eliminate Time Wasters.
- Implementing techniques that work.
- Dealing with "Procrastination".
- How to schedule tasks and insures their completion.

1. Defining time!

- Laws of time
- Saving - Spending - Investing

2. Recognizing Time Wasters

- Mail - Colleagues - Meetings - Phone - Procrastination - Work Desk Space

3. Taming the Phone

- Screening - Returning Calls - Making Calls

4. Time Period Usage

- Day Time Usage
- High Productivity
- Medium Productivity
- Low Productivity
- Week Time Usage
- First of Week
- Middle of Week
- End of Week

5. Developing Time Controllers

- Learn to say "No" - Close Your Doors - Answer Machine - Voice Mail - Sorting Mail - Scheduling Activities - Prioritizing activities -Setting Goals

6. System Implementation

- When? - Begin?

YOU CAN'T SAVE TIME!

You can't horde it, pack it away, put into an account, loan it to someone else, or save it for a rainy day! You can only **"SPEND IT"**.

Time management is simply learning to spend your time more effectively and then applying it.

The key is **"Applying It"**. Everyone has the same amount of time each day, each week and each year. But why do some people get so much more accomplished than you in the same time as you?? They have mastered the art of time management - **"Effective Use of Spending, Not Saving, Their Time"**

Looking at Time Management is a truly a way of looking at effective usage of your time. A simple 30-minute improvement in time usage will result in an extra 3 and $\frac{1}{4}$ weeks of extra time usage a year!

(30 minutes a day x 5 days a week = 150 minutes to use your time effectively x 52 weeks = an extra 7,800 minutes a year or 16.25 hours, which = 3 $\frac{1}{4}$ extra a year).

Measured as vacation time and quality time with loved ones slipping through your fingers, those 30 minutes a day have new relevance to your life!

PROCASTINATION - The key to controlling and ultimately combating this destructive habit is to recognize when you start procrastinating, understand why it happens (even to the best of us), and take active steps to better manage your time and outcomes. In a nutshell, you procrastinate when you put off things that you should be focusing on right now, usually in favor of doing something that is more enjoyable or that you're more comfortable doing.

ACTION PLAN - Wherever you want to achieve something significant, draw up an Action Plan. This helps you think about what you need to do to achieve that thing, so that you can get help where you need it and monitor your progress. To draw up an Action Plan, simply list the tasks that you need to carry out to achieve your goal, in the order that you need to complete them. This is very simple, but is still very useful!

An Action Plan is a simple list of all of the **TASKS** that you need to carry out to achieve an objective. It differs from a To Do List in that it focuses on the achievement of a single goal. Something you don't need to co-ordinate other people.

TO DO LISTS - To start preparing your To-Do List write down all of the tasks that you need to complete, and if they are large, break them down into their component elements. If these still seem large, break them down again. Does this until you have listed everything that you have to do, and until tasks are will take no more than 1-2 hours to complete. **When people start to**

use a To-Do Lists properly, they often make their first personal productivity / time management breakthrough, and start to make a real success of their careers. A simple tablet or note pad is all you need this may be a huge and intimidating list, but our next step makes it manageable! Next, run through these jobs allocating priorities from A (very important, or very urgent) to F (unimportant "A", or not at all urgent "F"). If too many tasks have a high priority, run through the list again and demote the less important ones. Once you have done this, rewrite the list in priority order.

Allocating priorities from A very important or very urgent to F not urgent, or not important.

1. Very important - Very urgent
2. Important-urgent
3. Deadlines
4. Should be done
5. Delegate
6. Not important - Not urgent

Prior to going to bed think about the things you need to do the next day. In the morning write down all the jobs or task you need to accomplish that day, and in the morning apply your priority scale. A good night sleep may just change your priority list.

Observing the habits of those professionals who use their time more effectively, reveals five key techniques that can easily be emulated. Just maybe one of these can make a difference in your life.

ONE: ESTABLISH PERSONAL AND PRACTICE GOALS

Highly successful persons live their lives on purpose. They have written specific goals for their professional, as well as for their personal lives. Unlike workaholics, they keep their lives in balance by spending their personal time on the things that really matter to them, like their health and family. The difference between these goals and the standard New Year's resolution is that these goals are reviewed and updated at regular intervals so that the practitioner remains focused and moving in the right direction. **They give you long-term vision and short-term motivation. They focus your acquisition of knowledge and help you to organize your time and your resources so that you can make the very most of your life.**

TWO: ESTABLISH PRIORITIES BASED ON HIGH-PAYOFF ACTIVITIES

Perhaps the most difficult task for most of us is to determine what is really important in terms of the "stuff" we need to do each day. So often we feel, "It's all important. I can't drop any of it!" Learned to distinguish various levels of tasks that are more worth their time than others.

REVELANCE OF TASKS -

- Most Important/Highest Payoff/Immediate
- Important/High Payoff/Timely
- Must Be Done On Time/Medium Payoff/Routine
- Less Important/Lower Payoff/Delegate
- Least Important/Low Payoff/Systematize
- Not your Problem/No Payoff - Dismiss

Of course, this same technique applies to **your personal life**.

THREE: CREATE YOUR OWN WORK ENVIRONMENT

Highly successful people share specific behaviors. They routinely eliminate, simplify, and delegate low-payoff activities that are not worth their time. They also communicate their priorities to the people with whom you work. This allows others to support these practitioners in their quest for effectiveness. Working to become a time-efficient person will tend to keep your work space uncluttered and organized. **"Never move a paper more than four times"**. Only one project or patient file is open at a time. Since you are keeping your file structure sensible and up to date you can easily place your hands on the needed files, additionally, when you are away from your space, others can find things without assistance, saving everyone time and bother.

FOUR: HANDLE INTERRUPTIONS

Interruptions are a fact of life. We cannot make them disappear. Time-wise persons, however, have fewer of them, and manage the remaining ones smoothly. They have fewer interruptions because they plan better, and procrastinate less. In this way, many potential interruptions are eliminated before they arise. Invest time in training your support staff to handle all the routine issues that come up. It becomes absolutely important that you develop your skills to delegate both responsibility and authority.

1. "Stand when an intruder of your time enters the room"
2. "Point out that you are working on something and give them a time limit. Then sit down and thank them."
3. "Have the intruder make an appointment for a more detailed discussion later"
4. "Let your phone answer and take a message, return message as soon as possible"
5. "Walk out of your office with intruder and begin walking with them"
6. "Don't provide comfortable chairs for intruders to relax in".

FIVE: ENHANCE YOUR COMMUNICATION ABILITY AND STYLE

Finally, excellent communicators do not necessarily mean that they are outgoing. Instead, it means;

- They take a moment to listen to people and understand the heart of the matter.
- Then, when they speak, they get to the point and speak in easily understood terms.
- They stay focused on the issue, and avoid interpersonal squabbles that distract everyone from accomplishing more with less.
 - Use the **"TRIANGULAR PRINCIPLE"** to avoid becoming the middle man. "When someone comes to you with a problem of a third party, invite them to come with you so they can express their problem with that person themselves.
- "They have learned to say "no" so gracefully that people are not offended.

After all, it's impossible to stay focused and effective when you are constantly taking care of everyone else's priorities!

"DON'T LET THEM PUT THE MONKEY ON YOUR BACK!" - It can only become your problem if you let it.

TAKE ACTION -The key to implementing these five steps successfully is to take baby steps; don't try to revamp your entire system in a single, massive "reorganization." Look for one idea that could save you 30 minutes a day. Then integrate it into your daily routine and monitor its repeated use (i.e., do you really use it each day?). Knowing that you just added 3 weeks to your year should keep you motivated. Then next year, pick one more idea.