

Keys to Time Management

Basic Premise

- **Accept ...** you will never be able to do everything you want... because there is just too much to do.
- **Purpose...** the driving force behind managing your time is to accomplish your ultimate goal/s.

Four Skills Required to Use Your Time Wisely

- Analysis.
- Planning.
- Delegation.
- Self management.

The Process For Success

- **What** to do.
 - Spend your time doing what is key to the success of your business.
 - Work on tasks that can only be done effectively by you.
 - (4 “D’s” -- Do it.... Delegate it....Defer it....or Dump it).
- **When** to do.
 - Plan your time/ organise your work schedule so that you are never working the issues that fall into the two “Not Important” categories.
- **How** to do (**organise**).
 - 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**).
 - The key to efficient use of time is planning.
 - Work from lists & mark the items for priority (a, b, c).
 - Tool – Daily, Weekly lists.

Planning

- **For efficiency.**
 - Do it in advance -- Friday night or weekend for next week; the night before, for the next day, rather than the morning of.
 - 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.
- Default Diary: Follow a default diary to ensure that you spend enough time on Most Valuable and Most Profitable activities of the business

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

Steve's Default Diary W/C 06/04

	Monday	Tuesday	Wednesday	Thursday	Friday
07:00	IVVM	IVVM	IVVM	IVVM	IVVM
07:30					
08:00	Travel / Learning	Travel / Learning	Travel / Learning	Travel / Learning	Travel / Learning
08:30	Travel / Learning	Travel / Learning	Travel / Learning	Travel / Learning	Operations/Admin
09:00	Planning / Admin	Operations/Admin	Client Meeting	Client Meeting	Operations/Admin
09:30	Operations/Admin	Operations/Admin	Client Meeting	Client Meeting	Operations/Admin
10:00	Operations/Admin	Operations/Admin	Travel / Learning	Travel / Learning	Operations/Admin
10:30	Operations/Admin	Operations/Admin	Client Meeting	Client Meeting	Operations/Admin
11:00	Operations/Admin	Operations/Admin	Client Meeting	Client Meeting	Operations/Admin
11:30	Marketing	Operations/Admin	Client Meeting	Client Meeting	Operations/Admin
12:00	Marketing	Operations/Admin	Travel / Learning	Travel / Learning	Operations/Admin
12:30	Sales	Operations/Admin	Client Meeting	Client Meeting	Travel / Learning
13:00	Sales TARGET 2	Operations/Admin	Client Meeting	Client Meeting	Sales
13:30	Sales	Marketing	Travel / Learning	Travel / Learning	Sales TARGET 2
14:00	Sales	Marketing	Client Meeting	Client Meeting	Sales
14:30	Telephone/Appt	Operations/Admin	Client Meeting	Client Meeting	Sales
15:00	Telephone/Appt	Operations/Admin	Travel / Learning	Travel / Learning	Telephone/Appt
15:30	Telephone/Appt TARGET 4	Operations/Admin	Client Meeting	Client Meeting	Te TARGET 3
16:00	Telephone/Appt	Operations/Admin	Client Meeting	Client Meeting	Telephone/Appt
16:30	Telephone/Appt	Telephone/Appt	Client Meeting	Client Meeting	Telephone/Appt
17:00	Telephone/Appt	Telephone/Appt	Client Meeting	Client Meeting	Planning / Admin
17:30	Planning / Admin	Telephone/Appt	Travel / Learning	Travel / Learning	Training / Team mtg
18:00	Training / Team mtg	Travel / Learning	Travel / Learning	Travel / Learning	Training / Team mtg
18:30	Training / Team mtg	Travel / Learning			Travel / Learning
19:00	Travel / Learning				Travel / Learning
19:30	Travel / Learning				
20:00					

Hours	12.5	11.5	11	11	12
					Total Hours
					58
Daily Target	2 & 4				2 & 3

Key	Total hours / week	Total hours / week	
Operations/Admin	12.5	Sales	4
Telephone/Appt	6.5	Training / Team mtg	2
Travel / Learning	14	Client Meeting	13
Planning / Admin	1.5	IVVM	2.5

IVVM: Idealise Viisualise Verbalise Materialise