

# Time Efficiency Target

- **Where are you currently in the Time Target?**
- **Where should you be?**

Time Target ...

My Notes:



## Keys to Time Efficiency

### 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.

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

### Ten Practical Time Tips:

- 1. Set personally motivating goals.**
- 2. Create a default Diary / Stick to it.**
- 3. Eat a Frog for Breakfast EVERY day.**
- 4. Don't finish today until you plan tomorrow.**
- 5. Don't Major in Minor things.**
- 6. Invest time don't spend it.**
- 7. Have agendas for all meetings.**
- 8. Have conference calls to save time.**
- 9. Learn to delegate to your team.**
- 10. Stop sending e-mails with RE: in the subject line.**