

How to Manage Your Activities and Maximize Your Time!

Overview...

Time is Your Most Precious Resource

Steps to Organizing Your Time

Time Traps

Priority System

Time Tips

Developing the Present Living Habit

Objectives... You will be able to:

View time as your most precious resource.

Define your values, mission and purpose.

Identify the important roles and goals in your life.

Focus on important activities and reduce time spent on urgent matters.

Avoid major time traps, minimize time-wasters and procrastination.

Design an activity system to focus on highest priority tasks.

Develop the present living habit.

Ask seven important questions to maximize your effectiveness.

"People who would never think of committing suicide . . . think nothing of dribbling life away in useless minutes and hours every day."

Thomas Carlyle

Time -Your Most Precious Resource

Time is life - your life!

Time is money - your money!

You can always make more money, but . . .you cannot make more time!
Waste time = waste money = waste life!

You can schedule activities, but cannot manage time.

Remember Stephen Covey's Habits of Highly Effective People #1, 2, 3:

1. Be Pro-active . . .

initiate action, see the vision,

2. Begin an with end in mind . . .

identify your destination, personal leadership;

3. Put first things first . . .

personal and time management.

Understand Pareto Principle (80/20 Rule)...

80% your results created by 20% your efforts produce 80% of your results
(which 20%?);

80% effectiveness 20% efficiency generates 80% of effectiveness (which 20%?);

1% increase = 4% results (which 1%?).

Identify your efficiencies, inefficiencies

Make a decision to increase effectiveness.

More effective use of time = greater control of life.

Result = less tension, stress, frenetic pace of life.

You can't have everything - there are real time limitations, but . . .

you can have anything you really want (and work toward).

Everything is choice, sacrifice, fork in the road.

Ask . . .

"What is the price I have to pay?"

"Am I willing to pay it?"

In order to get, you must give up - something.

What are you prepared to trade, right now, for a better life?

Steps to Organizing Your Time

Define your personal and business . . .

values, mission, purpose, primary aim.

What's important to you?

get highest sense of accomplishment doing something important.

What's your greatest frustration?

doing something unimportant, or with no payoff.

Organize your life around priorities.

Identify major roles:

family (spouse, parent), business, health, etc.

Select important goals

your wants outnumber hours to achieve them all.

Schedule your week by blocks of time

organize around goals;
establish your Values' Hierarchy;
arrange appointments according to priorities;
set aside family, personal time first;
balance your roles with your goals;
be flexible, adapt daily;
be congruent (your heart and head);
enjoy what you are doing (present moment).

Schedule month by results, outcomes, projects . . .

take a longer time perspective, see the bigger picture.
important vs urgent,
what's important? relationships and results;
what's urgent? pressing, demanding, popular with others.

Keys to organizing your time . . .

eliminate Quadrants III and IV (not important activities);
reduce Quadrant I (important and urgent);
enlarge Quadrant II (important and not urgent).

Be in the present - enjoy here and now.

Be effective with people - do the right things!

Be efficient with things - do things right!

Is your ladder up against the right wall?

Time Traps

Procrastination:

thief of time, killer of personal effectiveness;
caused by fear, indecision, inaction, no desire, unresolved experience;
triggered by inertia, the Comfort Zone contracts, shrinks;
you develop a fixed mental paradigm, feel "boxed in";
you must examine real cause and cure it;
feel the fear and do it anyway;
organize your goals and priorities and begin at once!

Time wasters - are you throwing hundred dollar bills away?

telephone tag - call once, set telephone appointment time;
unconfirmed appointments - confirm all before going;
scheduling - poor planning, logistics, unclear priorities;
meetings - a killer! manage your meetings;
interruptions - urgency to someone else, stop - schedule appointments;
useless conversation - water fountain, coffee machine, etc.;
crisis management - not planning contingencies;
delegate vs "do it myself", delegate all you can, and most of what you can't!
over-commitment - watch out for goal diffusion;
perfectionism - usually a reason to delay, launch!
determine how much your time is worth;
how much money are you wasting?
how much of your life is passing?

Learn to say "no!" (remember Win/Win).

Paperwork - eliminate clutter . . .

single - handling is the key habit;
3 D's . . . do it - delegate it - discard it;
pack rat syndrome, do you save things?;
pick up, put down (piles) - clean them up!

Task completion:

how many projects do you have in process?
you need closure - set a deadline on each;
identify actions - what do you want to . . .
 start?

 stop?

 continue?

Energy comes from completing what you start!

Activity Priority System

A - Absolutely must be done - highest payoff, value.

B - Better be done - top priority.

C - Can be done - after A's and B's.

D - Delegate - someone else should do it (hourly rate).

E - Eliminate - not important at all don't do it!

Goals - delegate what need not be done, eliminate as much as possible.

Project actions:

complete . . . finish - closure;

defer . . . can't finish - set deadline;

abandon . . . no longer want, important.

Priorities... The top two = more than all other eight.

Beware Murphy's Laws . . .

something will go wrong;

work expands to fill time allotted;

costs expand beyond allocated budgets;

must do something before you can do something else.

Time Tips

Put effectiveness ahead of efficiency . . .

doing the right things is more important than doing things right;

be effective with people, efficient with things;

key is not how many, but which ones you accomplish!

Take a longer time perspective . . .

fight expediency, short-cuts;

delay gratification (not too long, though);

reward along the way;

live in today, look to tomorrow.

Focus vs diffusion . . .

concentration of efforts is the springboard to success;

limit distractions, diversions, interruptions;

do one task at a time, do it to completion;

focus on vital few vs trivial many;

use to-do lists - top two have greater value than other eight.

Leverage your efforts . . .

producer - one hour effort = one unit result
manager - one hour effort = 10X or 100X results;
how can you leverage your efforts?

Keep time log for 30 days . . .

record all time usage;
identify gaps (scheduled vs actual);
look at results (find your 80/20);
use time and activity chart;
reallocate, adjust, increase value.

Determine your hourly rate (income divided by hours worked) . . .

focus on hourly rate activities - delegate all others;
to increase rate, work on increased value activities.

Write things down - to dos, ideas, etc. . .

Unclear writing is a sign of unclear thinking.

Develop the Present Living Habit

Aristotle said . . . "Happiness is a condition, not destination."

Victor Frankl said . . . "Happiness ensues as a side effect of meaning and purpose."

Money is not an end but . . . a by-product of happy, enjoyable work.

Seek, above all, a game worth playing . . .

step on field and play; do what you love, love what you do.

Be rigorous about time . . .

challenge to get the most from every moment;
don't let people waste your time;
follow your heart, intuition, gut instincts;
don't be so much to everyone that you become nothing to yourself.

Simplify your life . . .

uncomplicated life = freedom;
complication dissipates time, life; saps energy, enthusiasm, stamina;
high overhead is complicated - do you need it?
eliminate notion that complex or complicated = success.

Mine your "acres of diamonds" . . .

stop looking out there in the distance;
look under your feet for opportunities, resources, new business, help.

Time Management Questions and Application Exercises

How is time one of my most precious resources?

How is my time management . . .

Efficient?

Effective?

How does the 80/20 Rule apply to my time management?

How can I become more . . .

Efficient?

Effective?

What slight 1% changes can I make to increase my value?

What is my personal mission and purpose?

What is my primary aim in business?

What's important to me (what do I value)?

What are the major roles I have?

- 1.
- 2.
- 3.
- 4.
- 5.

What is the most important goal I have in each area?

- 1.
- 2.
- 3.
- 4.
- 5.

Describe the difference between . .
Important vs.

Urgent

Effective

vs.

Efficient

How will I be effective with people and efficient with things?

Effective with People

Efficient with Things

What are the major causes of my own procrastination?

How will I reduce or eliminate procrastination in my work?

How are these time traps causing me to use my time unproductively?

procrastination:

time wasters:

not saying "No!":

paperwork:

unfinished projects:

What activities will I . . .

stop?

start?

continue?

Three activities in each category on which I am currently working are...

A - Absolutely

1. _____
2. _____
3. _____

B - Better

1. _____
2. _____
3. _____

C - Can

1. _____
2. _____
3. _____

D - Delegate

1. _____
2. _____
3. _____

E - Eliminate

1. _____
2. _____
3. _____

Which activities fall into each of the three project actions to take?

complete (finish):

defer (can't finish):

abandon (don't want to finish):

Applications

Create a to-do-list of ten items to complete this week. Prioritize them:

Item	Priority #
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

Work on #1 and continue until complete (be sure it's most important).

How I will revise my time management in each area to become more productive is . . .

Effectiveness vs. efficiency:

Take a longer time perspective:

Focus (concentrate vs. diffusion):

Leverage my efforts:

Keep a time log for 30 days: (See Time and Activity Chart)

What is my actual hourly compensation rate?

Income \$ _____ / by hours worked _____ = \$ _____ per hour

How will I focus on activities that pay me this rate or higher?

Which activities that don't pay my hourly rate will I begin to delegate ?

Activity

Delegate to Whom?

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

How will writing things down help me to organize better?

What I will write down from now on is . . .

What I discovered about my time allocation this week was . . .

How I describe the present living habit is . . .

How I will begin to enjoy the journey everyday is . . .

What really makes me happy in my . . .

work?

personal life?

How my life is too complicated is . . .

How I will simplify things is . . .

What and where are my "acres of diamonds"?

How I will begin to "mine" them is . . .

Write out the seven present moment questions.

Continually ask myself these questions and be guided by my answers . . .

1.

2.

3.

4.

5.

6.

7.

[illegible]

Time and Activity Chart

How I will allocate my time more effectively:

Activity	Current Hrs./Week	Desired Hours/Week	+ / - Hours
App'ts	_____	_____	_____
Telephone	_____	_____	_____
Marketing	_____	_____	_____
Follow-up	_____	_____	_____
Preparation	_____	_____	_____
Meetings	_____	_____	_____
Service	_____	_____	_____
Read/Study	_____	_____	_____
Travel	_____	_____	_____
Mail	_____	_____	_____
Admin	_____	_____	_____
Down Time	_____	_____	_____
Think Time	_____	_____	_____
Other	_____	_____	_____

How to use this Time and Activity Chart:

1. Estimate **current** hours per week spent in activity. To be more accurate, record your actual time spent in these activities for 14 or 30 days.
2. **Rank order** activities in the boxes on left - you'll see how you are currently using time.
3. Write in the **desired** hours per week you want to spend.
4. Indicate whether an **increase** (+) or **decrease** (-) in time spent is warranted.
5. Start to **reallocate** your time and re-schedule your activities a little each week.

Coaching Page

Time Objectives to Meet:

- 1- View time as your most precious resource.
- 2- Define your values, mission and purpose.
- 3- Identify the important roles and goals in your life.
- 4- Focus on important activities and reduce time spent on urgent matters.
- 5- Avoid major time traps, minimize time-wasters and procrastination.
- 6- Design an activity system to focus on highest priority tasks.
- 7- Make time each day to self-coach.

Weekly Journal **Week of** _____

This week I worked on this time objective: _____

The method I implemented was _____

How I used it was _____

My outcome or result was _____

What worked successfully was _____

What I will do differently is _____

My next step is _____

Coaching I want is... _____

My next follow-up date: _____