

Speeding To Effective Time Mastery Work Smarter, Not Harder



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What is Time?



- It's a Resource
- It's a Paradox

Your \$86,000 Bank Account



No balance carry over
Can't store cash in the account
Cancel remainder every evening

What would you do?
You'd use every cent every day

Your \$86,000 Bank Account



You Have That Account
It's Called Time

Your \$86,000 Bank Account



Every morning it credits you with 86,000 seconds

Every evening it's all lost

It carries over no balances

It allows no overdrafts

Every day, it opens a new account for you

Every night, it burns the records

If you fail to use it, you lose it

There's no drawing against "tomorrow"

It's up to us to invest our time wisely

Zadig: A Mystery of Fate



- What, of all things in the world,
- Is the longest and the shortest,
- The swiftest and the slowest,
- The most divisible and the most extended,
- The most neglected and the most regretted,
- Without which nothing can be done,
- Which devours all that is little
- And enlivens all that is great?

Zadig Answered "TIME"



- Nothing is longer,
 - Since it is the measure of eternity
- Nothing is shorter,
 - Since it is insufficient for the accomplishment of our projects
- Nothing is more slow to him or her that expects;
 - Nothing more rapid to him or her that enjoys

Zadig Answered "TIME"



- In greatness, it extends to infinity;
 - In smallness, it is infinitely divisible
- All men & women neglect it;
 - All regret the loss of it;
 - Nothing can be done without it
- It consigns to oblivion whatever is
 - Unworthy of being transmitted to posterity,
 - It immortalizes such actions as are truly great

How Long Is:



- One Year – ask a student who failed a grade
- One month – ask a pregnant women in month 9
- One week – ask the editor of a weekly newspaper
- One hour – ask lovers who are waiting to meet
- One minute – ask a person who missed the train
- One second – ask a person who avoided an accident



Albert Einstein

“Put your hand on a hot stove for a minute and it seems like an hour”

“Sit with a pretty girl for an hour and it seems like a minute”

Chinese Proverb



While there is the noble art of getting things done
There is the noble art of leaving things undone
The wisdom of life consists of eliminating
the non-essentials

Typical Strategies



- Working faster
- Working longer hours

Better Strategy

- Can't do everything
- Must make choices
- Work smarter, not harder

New Habits

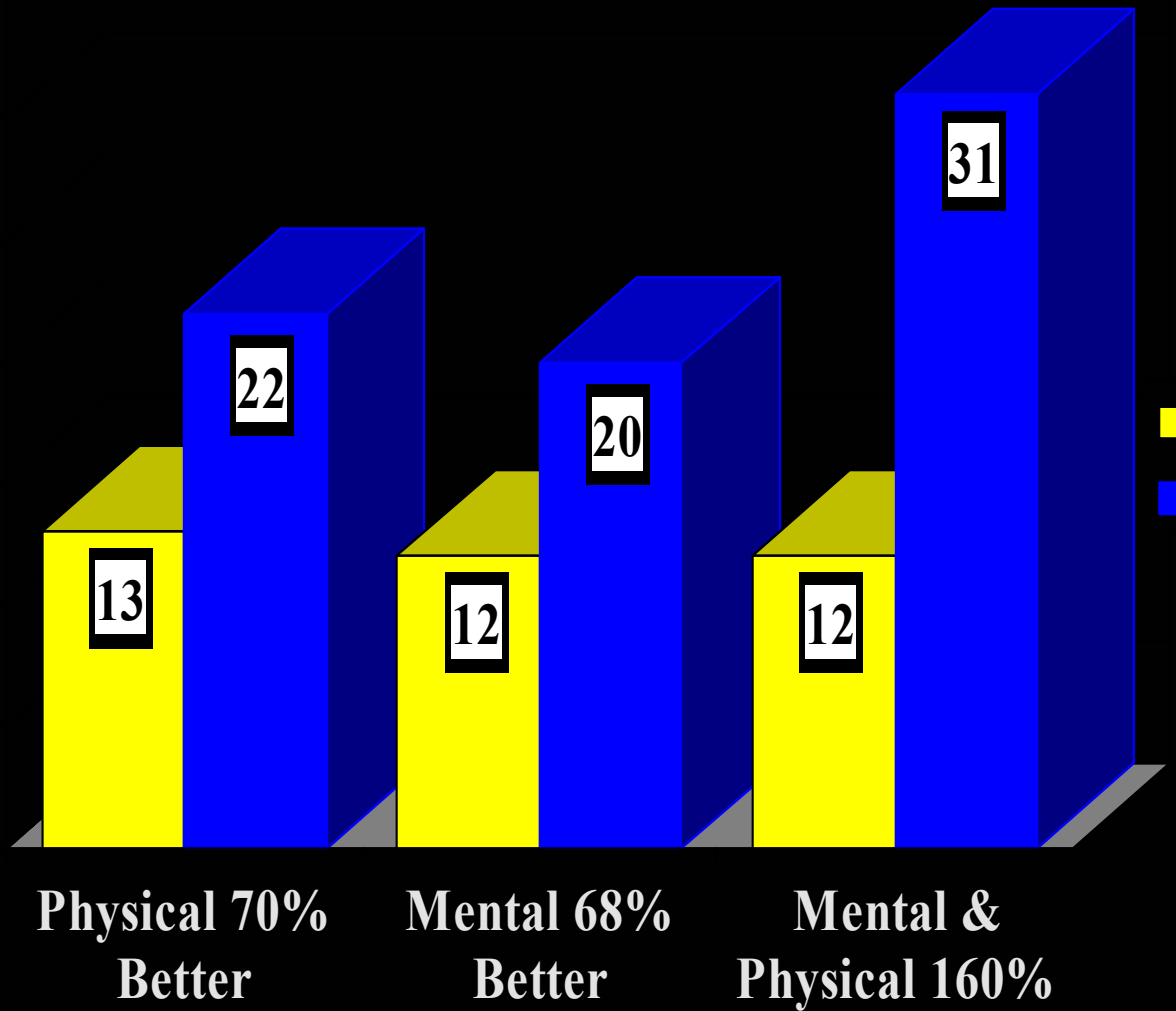


- Identify old habit
- Define new habit
- Begin purposefully
- Never deviate
- Ask for help



“Many of your work-related habits can be successfully changed in three days to three weeks.”

Visualization





What Are The Benefits Of Managing Your Time More Effectively?



What Is The Single Biggest Reason Time Is Wasted In Your Organization?



What Is The Single Biggest Reason You Waste Time?

Attitudes



Self-management

Internal or external

Time is life

Success habits

It's up to you



“Our ability to control our time is related to our attitude toward controlling our environment.”

Goals



Criteria

Specific

Measurable

Achievable

Realistic

Timed

...and Written



“Well-developed goals are SMART.”

Goals Worksheet



Goals		
A well-clarified goal is: Specific – Measurable – Achievable – Realistic – Timed		
Describe Results to be Achieved	Target Date	Evaluation of Achievement
1. Increase operating income by 10%	12-31	
2. Reduce operating costs by 5%	12-31	
3. Complete remodeling project at West End office	10-15	
4. Improve staff training	3-31	
5. Complete feasibility study for new computer	9-31	
6. Update department job descriptions	6-31	

Aspects of Life



Family
Career
Social
Spiritual

Health
Leisure
Wealth
Personal



Pareto Principle



“Eighty percent of our activities produce 20 percent of our results, while only 20 percent of our activities produce 80 percent of our results.”

Urgent vs. Important



U YES
R
G
E
N NO
T

Crisis

Trivial
Work

Work
to Do

Time-
Wasting
Work

YES

NO

IMPORTANT

Saying "No"



Use your schedule

Tell them why

Be honest, but firm

Provide options

Know why before saying "yes"

Don't feel obligated



"You may be surprised at how reasonable people can be when you turn down their requests."

Conquer Procrastination



Admit it; analyze it

Consider consequences

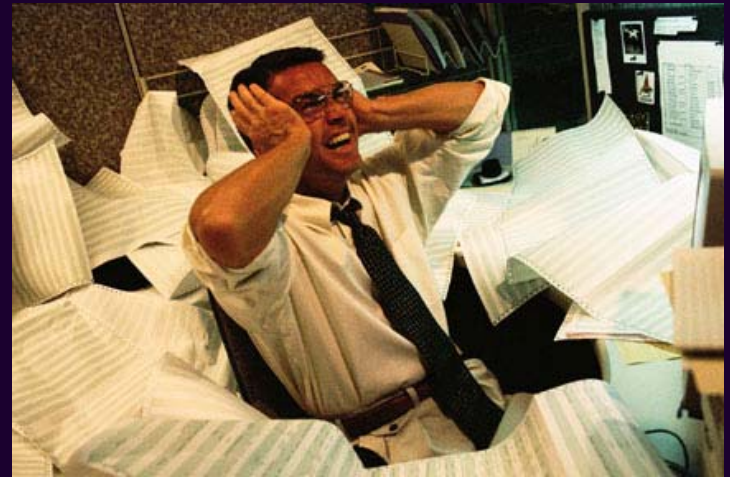
Take small steps

Delegate it

Use pep talks

Reward yourself

Make commitments



“Changing your do-it-later urge into a do-it-now habit requires positive action.”

Delegation Guidelines



Plan first

Responsibility/results

Right person

Authority

Checkpoints

Motivating environment

Accountability



“Delegation is sharing responsibility and authority with others.”

Delegate Authority



Level 1: Get the facts; I'll decide.

Level 2: Suggest alternatives; I'll decide.

Level 3: Recommend an alternative;
I'll decide.

Level 4: Decide; wait for my approval

Level 5: Decide; act unless I say no.

Level 6: Act; report results.

Level 7: Act; report if unsuccessful.

Level 8: Act, reporting not needed.

Handling Telephones



Analyze

Screen – voice mail

Plan

Set preferred times

Cut small talk

Timers (bttsoftware.co.uk)

End the call

Use alternatives



“Managing time spent on telephone calls and emails will enable you to stay focused and work more efficiently.”

Paperwork and Email



Resist junk mail

And email

Analyze the flow

Sort

Tickler files

Handle it once

Schedule time for it



“There are only four things you can do with a document or email: dump it, delegate it, do it, or delay it.”



Study Microsoft & University of Illinois

Worker interrupted by email
Takes 16 minutes, 33 seconds
To refocus on work

Email Free Days
Microsoft, Google, IBM

Quiet Time Ideas



NO...

Telephone calls

Paging

Unnecessary talking

Distractions

Drop-in visits

Interruptions

Emails



“Scheduling quiet time is often an effective way to get things accomplished.”

Handling Drop-in Visitors



Consider priorities

Keep visits short

Stay on track

Meet outside office

Go see them

Appointments

Rearrange furniture

Open vs. Closed door



“If we allow room for the unexpected, we are beginning a strategy for handling interruptions that occur most often.”

Meetings



- Plan — organize
- Who, how many?
- Have an agenda
- Stay in control
- Take minutes
- Follow up
- Critique



“Although meetings are notorious time-wasters, they are also easy to control.”

Scheduling Guidelines



Flexibility

Early start

Big blocks

Small jobs

Group items

Prime time



“Things that are scheduled tend to happen on time. Things that are not scheduled may never happen.”

Planning Guidelines



Results

Activities

Priorities

Time estimates

Schedules

Flexibility



“The key to successful planning is to plan both work and time.”

Working with Team Members



Respect their time

Meet deadlines

Reduce interruptions

Be a good example

Keep them informed

Encourage
improvement



“Communicate with your team regularly to ensure everyone knows the team’s goals and priorities.”

New Habits



Identify old habit

Define new habit

Begin purposefully

Never deviate

Ask for help



“Many of your work-related habits can be successfully changed in three days to three weeks.”



Pick An Area You Would Like To Improve

- What's one aspect and what's the difficulty?
- What are you going to change?
- How are you going to begin?
- How are you going to keep focused?
- Who can help you?

Take Time



- Take time to work, it is the price of success
- Take time to think, it is the source of power
- Take time to play, it is the secret of youth
- Take time to read, it is the foundation of wisdom
- Take time to be friendly, it is the road to happiness
- Take time to dream, it is hitching your wagon to a star
- Take time to love, it is the highest joy of life
- Take time to laugh, it is the music of the soul