



# Beyond

# Time Management

Jae Limited

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## Time Management

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# Time Management – What It Is and Isn't

Time is unyielding. We can't stop it, slow it down or save it for later. None of us seems to have enough time to do all the things we need and want to do. We plead, if only there were more hours in the day we could get everything done.

We experience time crunches when we take on too much, when we can't say "no" to extra demands and when we fail to set priorities.

Time is a precious and limited commodity. To make the most of our time we need to establish definitive goals, prioritize them properly and stick to them. Being goal-oriented makes life easier and more satisfying. So the key to time management is making a conscious decision to achieve a specific goal.



Alec MacKenzie, President of the Institute for Leadership in New York, identified the following myths about time:



**The Myth of Activity**



**The Myth of the Decision Level**



**The Myth of Omnipotence**



**The Myth of Efficiency**



**The Myth of Hard Work**



**The Myth of the Open Door**

Practicing simple time management techniques can save you at least an hour or even two a day. But that means replacing old, ineffective habits with priority-based strategies.

There are two types of time: time that is under your control and time that is under the control of others. Most folks believe that they are in control of their time at work only about 15-20% of the time. This course will help you increase the amount of time under your control to around 50%.



For many of us, balancing busy personal and professional lives is a major challenge. It's becoming harder and harder to keep up with the changes in technology, higher expectations at work and increasing personal obligations. If you feel overwhelmed by your responsibilities, managing your time well is probably the most important thing you can do. Get started today.

# The Benefits of Managing Time Better

## Tips for Managing Time:

- Recognize subconscious patterns/ limiting beliefs affecting your life
- Turn dreams, intentions and desires into firm, achievable goals
- Overcome procrastination
- Drop perfectionism
- Avoid being "efficient"
- Conquer interruptions
- Drop time wasters
- Write things down
- Prioritize your work/tasks
- Avoid busywork – stop doing "low value" activities
- Practice lifelong learning
- Just say NO
- Use a planner/notebook

## Benefits of Being Organized:

- Increased productivity
- Easier to find lost items
- Reduced stress
- Peace of mind

## Ask Yourself:

*"What are the benefits I will receive by managing my time better?"*

*"If I could add an extra hour to my day, what would I do with it?"*



# Self-Analysis Questionnaire

Are you managing your time wisely? Find out by completing the following questionnaire. Circle the number that best corresponds to your answer.

	OFTEN	SOMETIMES	RARELY
1. Do you write daily To-Do lists?	4	2	0
2. Do you prioritize your To-Do list according to which items have the highest payoff to you?	4	2	0
3. Do you finish all the items on your To-Do list?	4	2	0
4. Do you update in writing your professional and personal goals?	4	2	0
5. Is your desk clean and organized?	4	2	0
6. Do you put everything in its place?	4	2	0
7. Do you make the best use of your time?	4	2	0
8. Do you focus on preventing problems before they arise, rather than solving them after they happen?	4	2	0
9. Do you deal effectively with long-winded callers?	4	2	0
10. Do you allow yourself quiet time during which you can work undisturbed every day?	4	2	0
11. Are you assertive?	4	2	0
12. Can you easily find items in your files?	4	2	0
13. Do you effectively deal with interruptions?	4	2	0
14. Do you meet deadlines with time to spare?	4	2	0
15. Are you on time to work, to meetings and to events?	4	2	0
16. Do you manage staff effectively?	4	2	0
17. Do you complete important projects before urgent projects?	4	2	0
18. When you are interrupted, can you return to your work without losing momentum?	4	2	0
19. Can you relax during your free time without worrying about work?	4	2	0
20. Do you do something every day that moves you closer to your long-range goals?	4	2	0
21. Do people know the best time to reach you?	4	2	0
22. Do you do your most important work during your peak energy hours?	4	2	0
23. Can others carry on most of your responsibilities if you are absent from work?	4	2	0
24. Do you handle each piece of paper only once?	4	2	0
25. Do you begin and finish projects on time?	4	2	0
Total each column			
Grand Total			

## What Does Your Score Mean?

**81-100:** You manage your time very well. You are in control of most situations.

**61-80:** You manage your time well some of the time; however, you need to be more consistent with the time strategies you are using.

**41-60:** You are probably slipping. Don't let circumstances get the best of you. Apply the techniques you learn right away.

**21-40:** You may be losing control. You are probably too disorganized to enjoy much quality time. Implement the ideas you learn today.

**0-20:** You are probably overwhelmed, scattered, frustrated and under too much stress. Immediately put into practice the techniques you learn. Deal with your problem areas until you begin to see a change.

# External Causes of Wasted Time

## Time-Waster: Routine and trivia

**Possible Causes:** Lack of priorities. Over-surveillance of subordinates. Refusal to delegate. Need for maintaining too much detail.

**Solutions:** Set and concentrate on goals. Set priorities daily, weekly and monthly. Delegate smaller tasks. Trust others. Set up clear boundaries and guidelines for them. Concentrate on results, not details or methods. Without delegation, it's impossible to get anything done. Details take up space and time. Concentrate on things only you can do.



## Time-Waster: Paperwork and reading

**Possible Causes:** An explosion of information. Being on too many distribution lists.

**Solutions:** Read selectively. Try a speed reading course. The Pareto Principle says: 80% of the value comes from 20% of the things you do. Select and read only the 20% of high-value items. Remove yourself from unnecessary e-mail lists.

## Time-Waster: Visitors

**Possible Causes:** Enjoyment of socializing. Inability to say no.

**Solutions:** The work day isn't the best time for socializing. Socialize elsewhere. When visitors come in, stand up. Recognize the effect of too much availability on your ability to get things done. Block certain times daily for work. Modify open-door policies.

## Time-Waster: Telephone

**Possible Causes:** Lack of discipline. Desire to be informed and involved.

**Solutions:** Keep focused on the reason for the call. Screen and group calls. Be brief. Be focused on essentials. Time calls. Know how long it takes before you get to the meat of the conversation.

## Time-Waster: Meetings

**Possible Causes:** Fear of responsibility for decisions. Over-communication. Poor leadership.

**Solutions:** Make decisions without meetings. Make decisions even when some facts are missing. Convene meetings only when needed. Cancel meetings when key players aren't coming. Use agendas; stick to the subject. Prepare 60 second minutes.

# Self-Generated Time Wasters



## **TIME-WASTER: INDECISION**

### **Possible Causes:**

- Lack of confidence in the facts.
- Insistence on having all the possible facts.
- Fear of the consequences of making a mistake.
- Lack of a rational decision-making process.

### **Solutions:**

- Improve fact-finding procedures.
- Set a time limit on gathering facts and data.
- Decide without having all the possible facts.
- Treat mistakes as a learning opportunity.
- Investigate alternatives and consequences.
- Accept risks as inevitable.
- Make the decision and implement it.

## **TIME-WASTER: LACK OF DELEGATION**

### **Possible Causes:**

- Fear of coworkers' inadequacies.
- Fear of coworkers' competence or skills.
- Fear of overloading coworkers.

### **Solutions:**

- Train coworkers as part of their regular professional development.
- Allow mistakes.
- Delegate fully and give credit when a job is done well.
- Balance the workload.
- Reorder priorities where necessary.

## **TIME-WASTER: LACK OF PLANNING**

### **Possible Causes:**

- Failure to see the benefits of planning.
- Having an action orientation.
- Experienced success without planning.

### **Solutions:**

- Recognize that planning takes time but saves time in the end.
- Emphasize results, not activity.
- Recognize that success is often because of methods.

## **TIME-WASTER: LACK OF PRIORITIES**

### **Possible Causes:**

- Lack of goals and objectives.
- Too busy to set priorities.

### **Solutions:**

- Write down goals and objectives.
- Take five minutes every day to set priorities.
- Discuss priorities with coworkers and the boss.
- Keep weekly, monthly and daily goals in front of you.

## **TIME-WASTER: OVER COMMITMENT**

### **Possible Causes:**

- Broad interests.
- Confusion about priorities.
- Failure to set priorities.

### **Solutions:**

- Say no.
- There's not enough time to do everything that you may be interested in.
- Develop a personal philosophy of time.
- Relate priorities to a schedule of events.

## **TIME-WASTER: HASTE**

### **Possible Causes:**

- Impatience with detail.
- Responding to the urgent.
- Lack of planning ahead.
- Attempting too much in too little time.

### **Solutions:**

- Take time to get it right.
- Distinguish between the urgent and the important.
- Take time to plan.
- Attempt less.
- Delegate more.