

THE MYTH OF TIME MANAGEMENT

The thing to remember is that you cannot manage time – it is not in your control. What is in your control is the management of yourself, your behavior, your space or environment, your commitments, and your attitudes towards time. Using time well includes relaxing, getting rid of the guilt and letting go -- as well as controlling.

Time management is related to all other aspects of management. While there are principles, hints, practices that may help you, ultimately, it is a matter of finding what works best for you. The combination of tools and practices that work well for one individual may not work well for another person.

LIST THE "TIME MANAGEMENT" TOOLS THAT YOU REGULARLY USE: (not fair to list those you don't actually use but think you should use!)

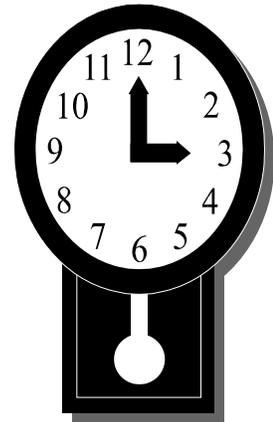
HINTS FROM MANY SOURCES:

- ⇒ Know yourself and trust yourself – don't second guess, don't waste time on guilt, know your best times and use them, get enough rest.
- ⇒ Take time to plan, establish goals, create & use a "to do" list. In the long run these things save time.
- ⇒ Have a single, portable calendar even if a shared electronic one is necessary for coordination.
- ⇒ Set deadlines for yourself – if that helps.
- ⇒ Reduce clutter:
 - Keep papers stored vertically in files, rather than horizontally in piles.
 - Get rid of all but essential tools & keep them within immediate reach.
 - Follow the rule "use it or lose it" with tools, etc.
 - Try to handle each piece of paper only once!
 - Put things away, file immediately or at end of day.
- ⇒ Schedule activities: returning calls, answering email, dealing with the mail.
- ⇒ Focus on results. Remember that 80% of the results come from 20% of effort.
- ⇒ Avoid procrastination; develop skills to get past it.
- ⇒ Don't be a perfectionist – the price is prohibitive. Don't gift wrap the garbage.
- ⇒ Practice decision making by doing it, use the "worst case scenario" to help you.
- ⇒ Delegate, delegate, and share information, skills, processes.
- ⇒ Practice good meeting management and help others to do the same.
- ⇒ Consolidate similar tasks.
- ⇒ Tackle tough jobs first rather than the easy, enjoyable ones.
- ⇒ Reduce meeting time, have stand up meetings, schedule meetings before lunch, don't schedule more than 50% of your day.
- ⇒ Minimize interruptions, set availability hours.
- ⇒ Set up a file folder for each person who reports to you, meets with you regularly or to whom you report. In the folder accumulate notes for discussion, items to be shared, and any other "thing" that relates to that individual or group.
- ⇒ Just say "no" or at least say "not today" or "not this week" or even "not this month" or at least give yourself the option of "thinking about it for 2* hours before committing.
- ⇒ Start a tickler file to remind you of up-coming events, project deadlines, meetings.

- ⇒ Nurture positive relationships – they can make a big difference in how you feel about how you use your time.
- ⇒ Ask effective people what works for them!

LIST 3 TIME MANAGEMENT SKILLS YOU NEED TO IMPROVE IN TO BE A SUCCESSFUL MANAGER & LEADER:

- 1.
- 2.
- 3.



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