



Improving Your Time Management

Time Management Wisdom

"Until we can manage time, we can manage nothing else."

- **Peter F. Drucker, management and leadership expert**

It's not enough to be busy, so are the ants. The question is, what are we busy about?

- **Henry David Thoreau**

The common man is not concerned about the passage of time; the man of talent is driven by it.

- **Shoppenhauer**

Don't be fooled by the calendar. There are only as many days in the year as you make use of. One man gets only a week's value out of a year while another man gets a full year's value out of a week.

- **Charles Richards**

The key is in not spending time, but in investing it.

- **Stephen R. Covey**

Time Wasters

1. Interruptions, drop-in visitors, unplanned conversations
2. Meetings
3. Lack of objective; failure to set priorities and establish deadlines
4. Cluttered work area; personal disorganization
5. Doing routine things of minor importance

6. Attempting too much at once
7. Unrealistic time estimates
8. Procrastination
9. Inability to say "NO"
10. Jumping from one unfinished task to another. Reading emails sporadically instead of having a set email time.
11. Getting involved in unnecessary details
12. Socializing
13. Playing video and other games
14. Lacking self discipline
15. Constantly switching priorities
16. Failure to listen carefully to assigned tasks
17. Failure to do first things first
18. Failure to use short blocks of time constructively
19. "Breaks" which turn into "vacations"
20. Duplication (having to start over; losing things; repeating your efforts)
21. Watching television
22. Social media
23. Fear of failure

Time Management Tips

1. Keep your appointments up-to-date on your electronic devices
2. Use a daily To-Do list

3. Ask what things do not NEED to be done and do not do them.
4. Throw things out the first time you handle them
5. Do each task only once
6. When you pick up a piece of paper, handle it only once. Once you pick it up, do everything that needs to be done to it
7. Read emails only once then file them or delete them
8. Make the most of transition time. Make calls while in route (but not on a hand-held phone if you're the driver)
9. Learn to say "NO"
10. If someone stops by your office and you do not want to spend a lot of time, stand up rather than having the other person sit down
11. Nothing is worth doing *perfectly*. For the additional time it takes, perfection is not worth achieving. That doesn't give you license to be careless, just realize that it is impossible to reach perfection
12. Don't be afraid of mistakes. Successful people make more mistakes than average; they just know how to learn from them
13. Wean yourself from television and video games
14. Avoid excessive web surfing and social media use
15. Break down tasks into 15-minute increments, so you can use the short periods of time in your schedule
16. Ask yourself, "What is the best use of my time right now?"
17. Concentrate on one thing at a time
18. Spend time in planning – time spent on how to do something may make it possible to spend less time actually doing it

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