

Managing Time

PLAN YOUR DAY

Before you engage with the world, think about what you need to do this week, today, and this morning. Include personal and business. Get it out of your head, on paper, and **keep it in front of you.**

SCHEDULE IT

If it's not on your calendar, it won't get done. When you've made your list, **schedule specific times** to complete tasks. Make the tasks realistic in terms of what you can get done. Take breaks to stay fresh.

PROTECT THE IMPORTANT

What are the important but not urgent tasks that always seem to be put off? The only way to move forward is to **protect the times** to focus on strategic tasks. Talk to your staff so they know you're not available.

KEEP TRACK

Even with a carefully planned day, most of us simply lose track of time. We get involved in answering e-mails or conversing with a client. **Watch the clock.** Be aware of how you are spending your time.

MANAGE INTERRUPTIONS

Most of our "important but not pressing" time is **robbed by interruptions**---either our own

or another's. Ask to get back to someone--tell them you have ten minutes--don't look at your e-mail or answer your phone.

WORK IN BLOCKS

Most of us try to do too much all at once. Studies have shown that **multi-tasking is the least efficient** way to get work done. Block off time for like-minded tasks and sit down and complete them all at one time.

PLAN FOR PREP

We underestimate the importance of preparing for critical meetings. **Schedule prep time** so you've done the homework. Have your notes organized, allow for bad traffic and arrive early, with time to be composed.

KNOW YOURSELF

What are the conditions and environment when you get the most done? Is it a Saturday morning at the coffee shop or lunch hour with a colleague? Learn and repeat **what it takes to be productive.**

RE-GROUP

Our tendency is to plan a long list and only complete a few items. **Count any progress**, even if it's a greater awareness of how distracted you get. Re-group on your priorities and try again to be more productive.

