RICK CONLOW INTERNATIONAL

Managing Your Time for Results

How to Save 2 Hours Per Day!

TIME MANAGEMENT SCENARIO

Can you relate to this?

You have just arrived at your store early to get a head start. On the way to your desk, you stop to get a cup of coffee, and prepare to have another challenging day. This is the day you plan to work on proactive marketing and expense planning your Store Director has requested. You notice a customer needs help so you help the person. After that you notice one of the displays is not done properly so you fix what you can and go look for the employee. The person is sick today. You take care of the display. You never get the coffee but you make it to the office and start working on the plans. Soon you hear: *"Got a minute?"* Bill the Deli Manager asks as he drops by. *"Two people called in sick and we have three specials that need to be delivered. Do you have anyone who can help?"* You tell him Mary can do it. That leaves you even more short handed for a while. After talking with him the phone rings. *"Can you attend a quick meeting at 10:00 am to talk about a change in pricing?"* asks the Store Director. You hang up the phone. Now, it's 9:30 am and it's time for a team meeting and you have to crank up sales. And you notice two urgent messages from your product supplier. You think to yourself, you probably have to stay late to get those reports done on time.

1. What sidelines you from getting important things done?

2. How do these obstacles affect you?

3. What are your top two biggest issues related to time management?

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TIME MANAGEMENT INVENTORY

Self Analysis

To what extent do you do the following?

Scale: 1=Not At All
2=Not Very Often
3=Sometimes
4=Quite Often
5=Most of the Time

_____ 1. Take on difficult/high priority tasks instead of easy/unimportant tasks first.*
_____ 2. Set specific department monthly and yearly goals in writing.*
_____ 3. Set specific daily to-do lists in writing.*
_____ 4. Use a visible priority system, e.g. A-B-C or 1-2-3.
_____ 5. Communicate goals and priorities to others.*
_____ 6. Schedule quiet time weekly for completing important long term projects.*
_____ 7. Keep work at work rather than take work home at night.
_____ 8. Prioritize tasks with the Do, Delegate, Delay, Dump process.
_____ 9. Set deadlines for yourself and others.
_____ 10. Consolidate similar tasks, e.g. phonework, emails, paperwork, filing.
_____ 11. Find a hideaway for chunks of time.
_____ 12. Organize/schedule: a planning system that syncs your calendar phone/computer.*
_____ 13. Call instead of email.
_____ 14. Facilitate effective meetings that start and end on time.*
_____ 15. Keep my low priority conversations and phone calls to a minimum.
_____ 16. Have an effective follow-up process on tasks, projects.*
_____ 17. Control the incoming telephone calls.
_____ 18. Work without interruption for chunks of time.
_____ 19. Negotiate deadlines.
_____ 20. Use a project management list.*
_____ 21. Know my low and high energy cycles.
_____ 22. Have an efficient filing system.
_____ 23. Handle incoming paper work and emails once.*
_____ 24. Feel in control of my general stress level.
_____ 25. Say “no” to requests that I am unable to do in a diplomatic fashion.*

_____ Total Score

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Time Wasters and NEW Time Mgt. Habits

Time Waster	*New Time Management Habit*
1. Lack of planning	***Have a written department plan. Make a daily to-do list related to that plan of no more than six items and rank items in order of importance.*** Then schedule your day to work on the important tasks during prime time, the time when your energy level is highest. That way, you give your best self to the most important jobs.
2. Paper Shuffle and the Email Dance	**Resolve to handle each piece of paper or email/text only once.** Every time you pick up/see it/read it, trash it, file it or do something with it to move it on its way.
3. Cluttered desk	*Clear the top of your desk and put out of sight everything except the item you are currently working on.*
4. Routine and trivia	*Save trivial items and do them in batches.* Hold trivial sessions during non-prime time, when your energy level is low.
5. Trying to do too much	Don't do anything unnecessary or that you can give to someone else. ***Learn to delegate properly to key people.*** Practice saying no politely and rapidly. Slow down. The key to doing more is doing less better. Train and Coach your team better
6. Afternoon drowsiness	Eat a light lunch.
7. Too many interruptions	*Establish quiet hours that you can work undisturbed.* Early if you are an am person, late if you are a pm person.
8. Drop in visitors	Have visitors screened. Establish visiting hours. ***Or, close your door when working on a top priority item.*** Schedule breaks and lunch hours to see those you need to see. Use these times as mini business meetings.
9. The telephone	Have calls screened or ***establish telephone time for placing and receiving calls.*** Put a three minute timer by your telephone and use it. In other words get to the point.
10. Meeting Management	***Learn to conduct great POWER meetings.*** Establish starting and ending times. Schedule meetings back to back, before lunch or at the end of the day. Don't go to a meeting if someone else can take your place.
11. Indecision	Accept that risks as inevitable. Gather information, get input from your team or manager, ***give yourself a deadline and make a choice.*** That's what you are paid to do.
12. Top Priority Bigger Projects	Break up that overwhelming job you are putting off into as many small jobs as you can. ***Create project plan.*** Give yourself a deadline for completing the entire project and work on it a little bit every day, starting today.

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EFFICIENT VS. EFFECTIVE

Efficient	Effective
Get a lot of things done!	Get the priority things done.

Notes:

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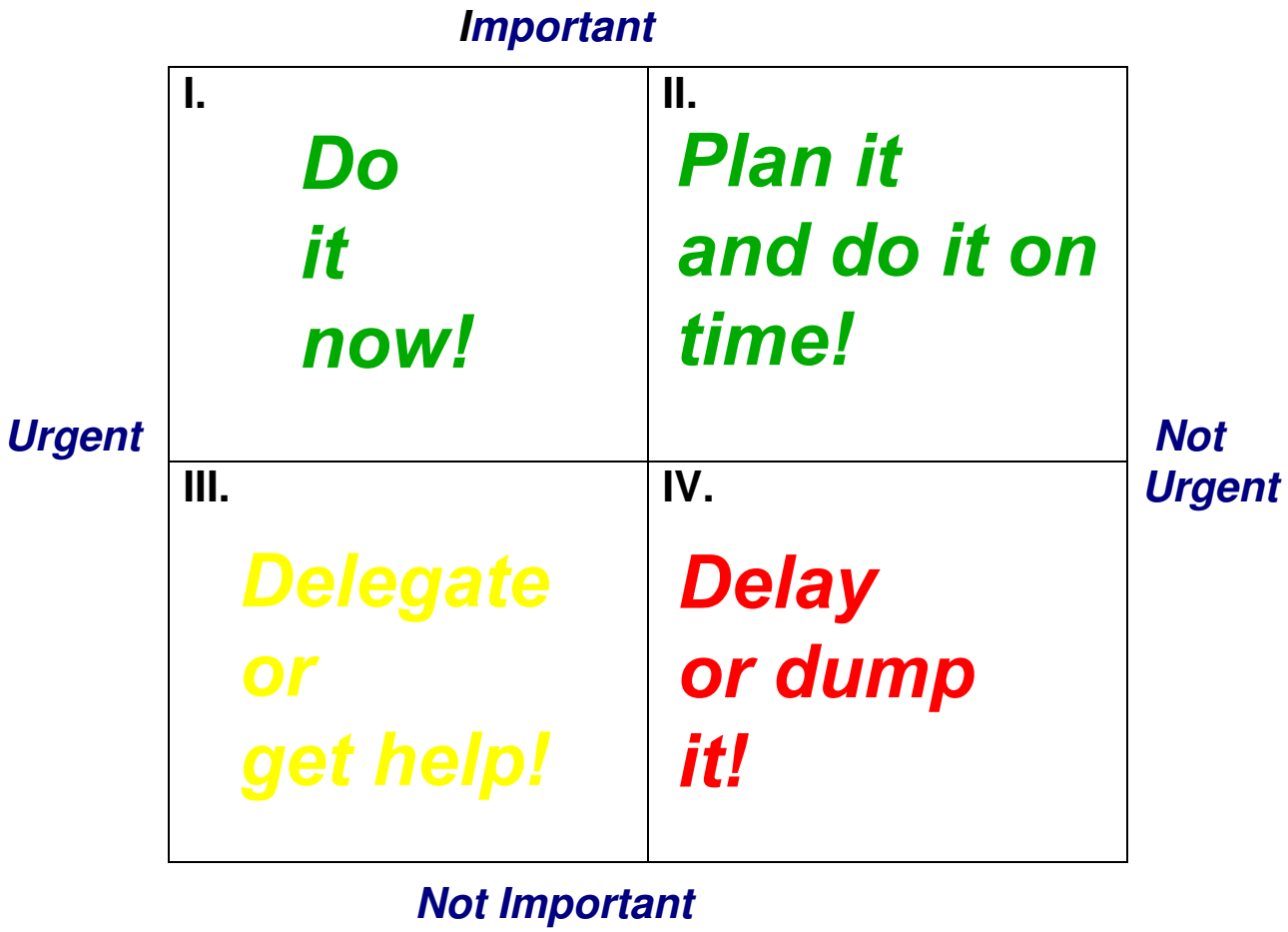
USE THE TIME MANAGEMENT MATRIX



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Reach out to us if we can be of service!

Go here: CONTACT US!

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