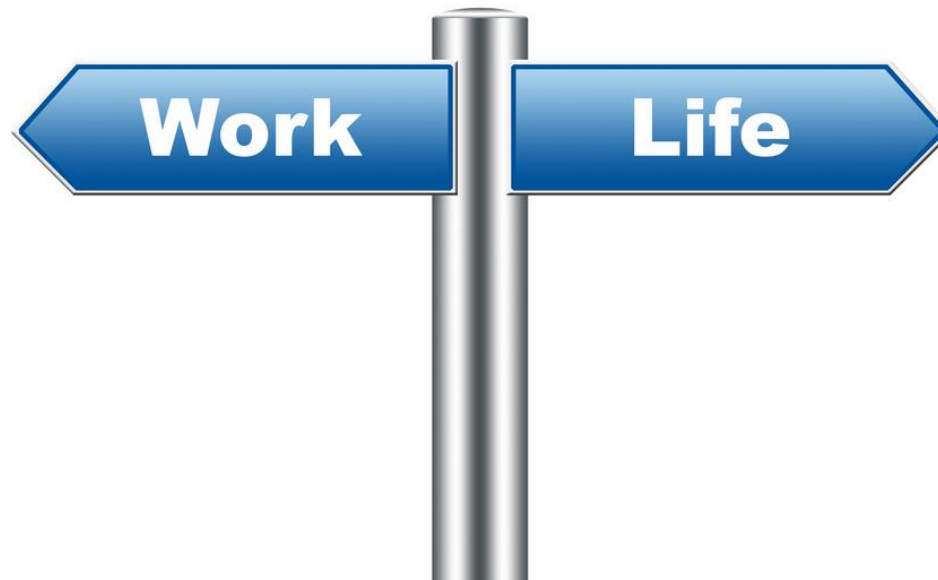


Time Management



Personal Leadership is an **Awesome** Responsibility!



Define AWESOME

What does **AWESOME** mean to YOU?

- In Business?
- In Personal Life?



Setting Priorities

- Interruptions
 - Most damaging threat to productivity
 - Interruptions come on average every 14 minutes and it takes an average of 25 minutes to get back to the task (study)
 - People smoking marijuana are more productive than people who take regular interruptions (study)



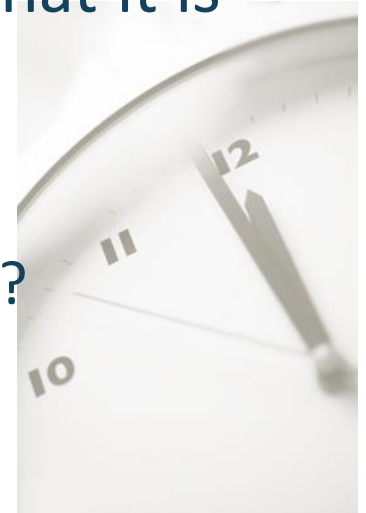
The Trick – Step 1

- BEFORE YOU TURN ON YOUR COMPUTER, TABLET, PHONE, ETC.....(5 MINUTES)
 - On a blank piece of paper – focus on the activities that will create success in your day
 - Schedule these items on your calendar
 - Most challenging items earlier in your day
 - Make appointments for these items even if they have nothing to do with meetings with people!



The Trick – Step 2

- EVERY HOUR – Take 1 MINUTE to REFOCUS
 - Set a timer of some sort to alert you that it is time to refocus
 - Look at your list
 - Did you spend the last hour productively?
 - Are you on track with your list?
 - If yes, keep going
 - If no, revise and recommit to making the next hour productive
 - How are you going to manage the next hour instead of the hour managing you?



The Trick – Step 3

- WHEN THE DAY IS DONE...
- Shut your system off
 - Review your day
 - What worked well?
 - What didn't work well?
 - Why?
 - What can change?
 - Where were you distracted and why?
 - What did you learn from today that you didn't have yesterday?



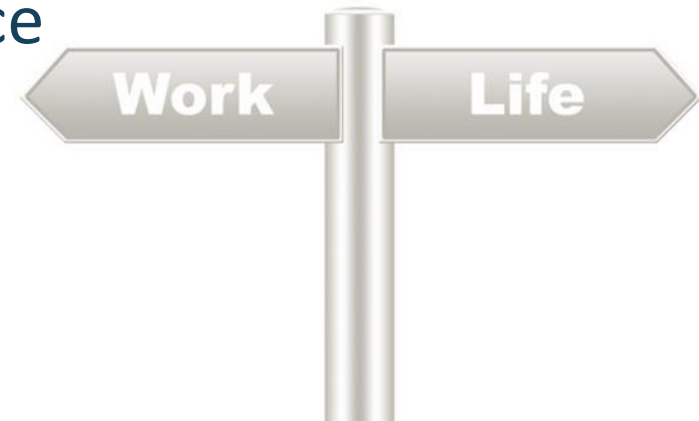
The Trick – Step 4

- Repeat
- Repeat
- Repeat
- Rituals become habit



Tracking and Discipline

- Why should we track activity?
 - Create a sense of accomplishment
 - Develop successful work habits
 - Keep you committed to activities that create production
 - Develop Work/Life Balance



Tracking and Discipline

- Develop a better understanding of what creates production
- Answers the question “what amount of activity is required to achieve my goals?”
- According to a new University of California study, once we are interrupted, it takes on average of 25 minutes to return to the original task

According to Traci Bild of 7 Steps to Successful Selling



Setting Priorities

- Drop in visitors
 - Come in many forms
 - In person
 - Via phone
 - Via email
 - Via text messaging
 - Two types of people
 - People who ask questions
 - Social interruptions



Electronic interruptions

- Email (professional email)
 - Turn off the email noise, pop-ups etc.
 - Check email (ideally)
 - In a.m. when you get in office
 - Before lunch
 - After lunch
 - One hour before you leave
- Personal email (at lunch or break only)



Electronic Interruptions

- Texting
 - Same rules as email re: professional and personal email
 - Leave personal cell phone on quiet during work hours
 - Check personal messages on break or at lunch
 - Personal calls/texting (non-emergency) should be avoided

Setting Priorities

- Work Flow and Appointments
 - Use your electronic calendar to schedule recurring appointments for regular tasks / meetings
 - For the meetings themselves
 - For the prep necessary prior to meeting
 - For tasks necessary after meeting



Setting priorities

- Use Tasks to...
 - Drop emails that require follow up task
 - Reminders for phone calls
 - Reminders for projects due
 - Etc.



Setting priorities



- Saying “NO”
 - Learning to say NO frees you up to say YES to important projects or activities that give you satisfaction and compensation
 - Fear of NO
 - People pleaser?
 - Fear rejection?
 - Fear not to be asked again?
 - Protects your time and energy
 - Leads to increased productivity

Time log

- Always group activities together:
 - Calls
 - Project work
 - Follow-up meetings
 - Admin work
 - Implementation work



Time log

- Use technology to your advantage
- Make lunches, working lunches with coworkers, customers or yourself
- Get used to saying NO to requests that keep you away from your short-term or long-term goals

Time log

- Use your peak energy times to your advantage. Do your most challenging intellectual tasks during these hours.
- Use drive time to your advantage, listening to books on tape or returning calls. Schedule phone meetings during this time – ask the people to call you for safety reasons.

Time log

- Always monitor your progress with a journal, pipeline tracking tool etc.
- Schedule time with you – weekly planning is sacred time; this is a non-cancellable appt.

Time log

- Complete a time log with times separated by no more than 30 minutes
- Complete a log for every day for at least two weeks
- Take a look at it after it is complete...
- Highlight the billable hours that exists in the log

Time Log

- 9:00-9:30 _____
- 9:30-10:00 _____
- 10:00-10:30 _____
- 10:30-11:00 _____
- 11:00-11:30 _____
- 11:30-12:00 _____

- Fill in activities...honestly!

Mary Erlain

- Business Coaching
- Professional Development
 - Time Management
 - Work/Life Balance
 - Microsoft Outlook
 - Contact me through my website
 - www.peak-ds.com