

COACHING

Believe It or Not, There's Always Enough TIME

by Carol Hartman, M.B.A.

Feeling pressured that there simply isn't enough time to do what needs to be done? Management guru Peter Drucker once said that most of us are "part firefighter, part arsonist." In our day-to-day routine, we divide our time between creating fires and putting them out. If this describes you, incorporating a few new time management tools might help.

Effective vs. Efficient

Many of us pride ourselves in being *efficient*. But are we getting effective results?" If we are efficient, we "do things right", but our activities may not necessarily be ones that have high priority. Effective people "do the right things". They spend time doing what reaps the greatest benefits. Even though an activity may seem *urgent*, they check first to see if it is *important*. Get in the habit of asking yourself questions like, "How can I be most effective?" and "Is this activity really important?"

Get Organized in Advance

Learn to plan tomorrow's activities today. (Some experts believe that this allows your subconscious mind to begin working on tomorrow's activities while you peacefully sleep tonight.)

Create a *written* plan for every day. If you hate To-Do lists because they seem like an endless reminder that you never get finished, here's a better, more rewarding approach. Make a separate To-Do list for each day. Only put on today's list what is a priority today. Keep To-Do lists for future days handy. Record important future activities where they belong – on the To-Do list for the day when they will become a priority.

Assign an A, B, or C priority to everything on your To-Do list. Number your A's and B's in order of importance (A₁, A₂, A₃, etc.) so that you can concentrate on first things first. Ask yourself "what would happen if I don't do the C activities?" If the answer is "nothing", eliminate them altogether.

Avoid Procrastination

Tackle unpleasant projects by dividing them into parts. Do the worst part first. Designate a particular time to work before you can take a break. Reward yourself as you hit milestones along the way. Set a deadline to complete the project and stick to it.

Successful time management is really successful life management – with excellent payoffs. Experts in the field say that good time management can gain you as much as two extra hours each day – time enough to do something wonderful for yourself you've been wanting to do...if you only had the time



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