

Time Management

presented by
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Three Step System

1. **Make a list of things to do.**

Three Approaches

**“There is nothing so useless as
doing efficiently that which
should not have been done at all.”**

—Peter Drucker

To make the maximum use of your time, you need to spend every minute of it working on the most important thing you can.

Three Step System

- 1. Make a list of things to do**
- 2. Set Priorities**

Effectiveness

- **20% of the time produces 80% of the results.**
- **25% of the time produces 0 results.**

Criteria for Setting Priorities

Deadline

Impact

Benefit

Payoff

Key Question #1

Instead of asking “What’s the most urgent thing I have to do today,” ask “What could I do today to make the most difference?”

	Urgent	Not urgent
High Payoff	1	2
Low Payoff	3	4

I like to measure a person by the things he decides to leave undone. The person who insists on getting one hundred percent of his job done either doesn't have enough to do or doesn't have the kind of stuff it takes to succeed.

—Herman Krannert

**Working More
Efficiently**

Three Step System

- 1. Make a list of things to do**
- 2. Set priorities**
- 3. Schedule your tasks**

Scheduling:

Determine how long the task ought to take and **make an appointment with yourself** to finish it in a certain amount of time.

**Parkinson's first law:
Work expands to fill the amount
of time there is to do it.**

To Do Today		Schedule	
		7	_____

		8	#1 Task _____

		9	_____

		10	_____

		11	_____

Key Question #2

Instead of asking “When is this due,” ask “How long should this take?”

To Do Today		Schedule	
		7	_____

		8	#1 Task
			↓
		9	#2 Task
			↓
			Break
		10	#3 Task
			↓
			#4 Task

		11	_____

Keys to Efficiency

- 1. A self-set deadline based on how long the task should take.**
- 2. Uninterrupted time.**



Handling the Telephone

- 1. Group your calls**
- 2. Plan what you want to cover before you call.**
- 3. Stand up to talk.**
- 4. Let your voice mail answer the call.**
- 5. Have a person take messages.**
- 6. Trade off with a co-worker who can handle the call.**
- 7. Let the caller know when you will return the call.**

To Do Today		Schedule	
		7	
		8	#1 Task
			↓
		9	#2 Task
			↓
		10	Break
			#3 Task
			↓
			#4 Task
			Calls
		11	↓

Strategies for Handling Interruptions

- 1. Politely defer the interruption to a time that is mutually agreeable.**
- 2. Have a hideaway.**
- 3. Use a sign or visual symbol.**
- 4. Refer the person elsewhere.**
- 5. Have office quiet hours.**

When You Need to Interrupt

- **Store things up to talk to each person about.**
- **Negotiate a time that is mutually agreeable.**
- **Have regularly scheduled “interruptions” for people with whom you interact frequently.**

Warranty

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