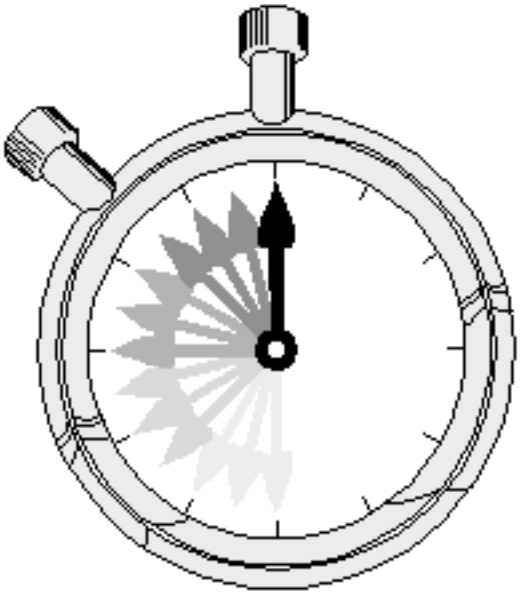
Time Management



presented by

Rick Lynch

RickLynchTraining@gmail.com 206-547-1269

Time Management Introduction:
Main Points

Three Step System
1.

2.

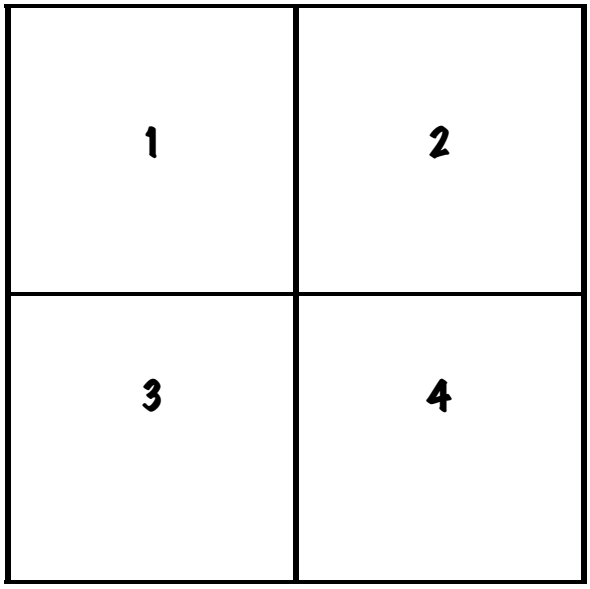
3.

"To make the maximum use of your time, you need to spend all of it working on the most important thing you can." Al Lakein

The 80-20 Rule:

The problem with standard habits:
- Trying to get as many things done as possible

- Working on the most urgent thing first



Lynch Associates, 2018
206-547-1269

Working More Efficiently Notesheet

Scheduling: Determine how long the task ought to take and make an appointment with yourself to get it done in a certain block of time.

Parkinson's First Law:

Instead of asking "When is this due?" ask "How long should this take?"

Keys to Efficiency

1.

2.

How I can avoid telephone interruptions tomorrow:

Uninterrupted Time in a Reactive World

People can get far more accomplished when they are not interrupted. When workers try to squeeze one task in among a blizzard of interruptions, they spend a good portion of their time simply getting back into the train of thought they were in before they were interrupted. In some jobs, however, responding to customers is very important. As a consequence, people try to do other jobs in between customer interruptions and are inefficient in that other work. If customers frequently interrupt people in your office, and if there is more than one person available to handle the interruptions, you might profit from these strategies other groups have employed to increase the productivity of everyone.

1. Allow one person to work uninterrupted while the others handle the reactive tasks. After a period (a day, an hour, a morning) switch so that the first person handles the reactive tasks while someone else gets uninterrupted time. Such a system nearly eliminates the time spent getting back into the previous train of thought. Those serving customers will do so continuously, with no time for anything else. But when it is their turn to have uninterrupted time, they will be able to work steadily on their tasks, thus becoming more productive.
2. Stagger hours so that part of the group comes in an hour before the office officially opens and another comes in an hour after. This provides everyone with an hour at the beginning or end of the day in which they can be free from telephone interruptions or from customer visits.
3. Have a staggered system of who is the first one, second one, and last one to handle customers. Switch the order two or three times a day. People can plan to work on their most important tasks during the period they are last
4. Open the office to the public an hour or two after the work day begins. This can be done on a daily or less frequent basis. When the office is not open to customers, people can do other important things (many of which may serve customers) in the most efficient manner possible.
5. Track the volume of interruptions and track the times during which the interruptions are least likely to occur. Give one person uninterrupted time during that time of day. Rotate the opportunity to work uninterrupted during that period.
6. Where two co-workers do the same job, have them trade back and forth. One handles the customers of the other to give that person uninterrupted time. After a period (two hours, say) the one benefiting from the uninterrupted time covers the phone and customers of the other.
7. In the above systems, people will spend some time each day reacting to customers. During this interruptable period, they might also try to fit in some relatively mindless tasks, such as stuffing envelopes, and save the more thoughtful task for the time when they are not interrupted.

Lynch Associates, 2018
206-547-1269

Five basic strategies for reducing the impact of interruptions:

1.

2.

3.

4.

5.

Rules for Estimating Time

1. Consider your energy patterns.
2. Allow breaks.
3. Consider the whole task.
4. Don't expect things will go smoothly.
5. Break big tasks down into their component pieces.
6. Write the task down in terms of what you intend to finish.
7. Allow fifteen minutes at the end of the day to plan the following day.
8. Start the schedule at the time you start working.

Very Common Time Management Traps

1. Working on the little things first to get them out of the way.
2. Working on the most urgent things first, regardless of the benefit of the task.
3. Avoiding large tasks because it is too stressful.
4. Stopping a task before completion in order to work on another task.
5. Putting off tasks with distant deadlines because they don't seem urgent.
6. Allowing e-mail messages to stop your work. Often these act as on-line chats.
7. Allowing yourself to be distracted: by anything.
8. Trying to do two or more things at once.
9. Allowing yourself to be interrupted: by anything (including e-mail).
10. Thinking you have more time than you need to get something done.