Time Management
WHAT IS THE PERFECT DAY?
EAT THAT FROG
Time Management
Grade Yourself on how well you manage time.

1. A
2. B
3. C
4. D
5. F
GRADE YOURSELF ON HOW WELL YOUR COLLEAGUES MANAGE TIME.

1. A
2. B
3. C
4. D
5. F
WHY ARE WE TALKING ABOUT FROGS

- What is a frog?
- Eating a frog should be the worst thing that could happen to you.
1ST RULE

- If you have to eat two frogs, eat the ugliest one first.
- Start each day with the largest, most difficult and hardest, most important task.
If you have to eat a live frog at all, it doesn’t pay to sit and look at it very long.

Eat your frog before you do anything else and without taking too much time to think about it.
○ Failure to Execute – Don’t confuse activity with accomplishment or production.

○ Many people look busy, but what do they accomplish?
   ○ The really good ones, don’t look busy but accomplish a great deal.
DEVELOP THE HABITS OF SUCCESS

- Setting Priorities
- Overcoming Procrastination
- Getting on with the most important task
DO YOU HAVE A TASK LIST?

1. Yes
2. No

Task vs. Mile Stones

50% 50%
Have you ever completed a task that wasn’t on your list, added it to the list and then check it off?

1. Yes
2. No

Why?
Completing a task (of any size) you feel a surge of energy, enthusiasm and self-esteem due to the endorphins which makes you feel more positive, personable, creative and confident.

Practice, No Shortcuts

Repeat the habit of completing task over and over, practicing and building momentum.
3 D’s of New Habit Formation

- Decision
  - To develop the habit of task completion
- Discipline
  - Yourself to practice principles
- Determination
  - Back everything you do with determination until the habit is locked in and becomes part of your personality
Set the Table

Eat That Frog
Clarity

- Most important concept in personal productivity
- Absolutely clear about their outcomes, goals and objectives
- What you want and the steps to get there
Think on Paper!

Only 3% have clear written goals but they accomplish 5-10x as much as people of equal or better education and ability.
FORMULA FOR SETTING AND ACHIEVING GOALS AND OBJECTIVES
1. Decide exactly what you want

- Goals and Objectives
- “One of the very worst uses of time is to do something very well that need not to be done at all.”
- “Before you begin climbing the ladder of success, make sure that it is leaning against the right building” – Stephen Covey
2. WRITE IT DOWN

- Crystallize it and give it tangible form

- An unwritten goal is a wish or fantasy
3. Set deadline and sub-deadlines

- Have a sense of urgency.
- Without deadlines it causes procrastination
4. **List the objectives to the goal**

- Schedule the Goal
- Put it on a track
5. **Organize the List into a Plan**

- Priority and Sequence
- Task make up the Goal
6. **TAKE IMMEDIATE ACTION**

- “An average plan vigorously executed is better than a brilliant plan on which nothing is done.”
7. **Resolve to Do Something Every Single Day That Moves You Toward Your Major Goal**

- Read a certain amount per day
- Call a certain amount of prospects
- Learn new words of a foreign language
- Never Miss a Day!

- Goals Fuel Achievement!
Know what you want to do, hold the thought firmly, and do every day what should be done, and every sunset will see you that much nearer the goal. -Elbert Hubbard
1. **Make a list of Ten Objectives you want to accomplish in the next year.**
2. **What single goal / objective that if you achieved it would have the greatest positive impact on your life.**
PLAN EVERYDAY IN ADVANCE
Do you keep a “formal” calendar?
Do you keep a “formal” calendar?

1. Yes
2. No

75% Yes
25% No
Do you have scheduled rehab appointments?

- Appointment: 54%
- First Come, First Serve: 46%
INCREASE YOUR RETURN ON ENERGY

- Mental, Emotional and Physical
- 1:10 Rule; Every minute in planning saves 10 minutes in execution
- 10 – 12 minutes in planning = 2 hours in execution
- 6-P Formula: Proper Prior Planning Prevents Poor Performance
Two Extra Hours

- Always work from a list
  - Increased productivity by 25%
- Make list night before
DIFFERENT LIST FOR DIFFERENT PURPOSES

1. Create a Master List
2. Monthly List
3. Week List – spend a couple of hours planning the week a head
4. Transfer Items from Monthly to Weekly to Daily
5. Check off Items as you complete them
PLANNING A PROJECT

- List Every Step
- Organize by Priority and Sequence
Plan every day, week and month in advance.

List every task you have to do
EAT THAT FROG #2

- Lay out each of your major goals, project or task by priority and sequence.

- Think on Paper!
Motivate Yourself

- Just thinking, planning and scheduling the task motivates you to overcome procrastination.
- Time Management = taking control of the sequence of events
OBED THE LAW OF FORCE EFFICIENCY

- “There is never enough time to do everything, but there is always enough time to do the most important thing.”
- Average executive has 300-400 hours of back logged reading.
- You will never be caught up!
THREE QUESTIONS FOR MAXIMUM PRODUCTIVITY

1. What are the highest value activities
   - Biggest Frogs
   - To Company, to family, to your life
   - Ask your boss, co-workers, subordinates

2. What can I and only I do that if done well, will make a real difference?

3. What is the most valuable use of my time right now?
   - Things that matter most must never be at the mercy of things that matter least.
MULTI-TASKING??????????
Review your list of tasks, activities and projects regularly. Which one project or activity, if I did it in an excellent and timely fashion, would have the greatest positive consequences in my work or personal life?
Eat That Frog #2

- Determine the most important thing you could be doing every hour of every day, and then discipline yourself to work continually on the most valuable use of time.
PRACTICE CREATIVE PROCRASTINATION
EVERYONE PROCRASTINATES

- Procrastinate on small, trivial task. Eat the biggest and ugliest frog first.
- The difference between high and low performers is largely determined by what they choose to procrastinate on.
THE BIG SEVEN IN MANAGEMENT

- Planning
- Organizing
- Staffing
- Delegating
- Supervising
- Measuring
- Reporting
A priority is something that you do more of or sooner, while a posteriority is something that you do less of and later, if at all.

Rule: you can get your time and your life under control only to the degree to which you discontinue lower-value activities.

Learn to say NO

- Clearly and politely

Creative procrastination is the act of thoughtfully and deliberately deciding upon the exact things you are not going to do right now, if ever.
Examine each of your personal and work activities and evaluate it based on your current situation. Select at least one activity to abandon immediately or at least deliberately put off until your more important goals have been achieved.
USE THE ABCDE METHOD CONTINUALLY
Start by listing every activity or task you need to complete in a day.

Then place an A, B, C, D, or E next to each item on your list before you begin the first task.

- A Task: serious positive or negative consequences if you do it or fail to do it.
  - A-1, A-2, A-3 if there are multiple A list tasks
“Shoulds” versus “Musts”

- **“B” Item**: a task that you “should” do but has mild consequences.
  - Tadpoles of your life
  - Someone may be unhappy or inconvenienced if you don’t do the task but it’s not as important as an “A” task
  - Never do a “B” task when an “A” is left undone

- **“C” Item**: something that would be nice to do but there are no consequences at all for not completing.
  - Phoning a friend, coffee or lunch with a coworker, completing personal business during work hours
“SHOULD” VS. “MUSTS”

- “D” Item: something that can and should be delegated.
  - Freeing up time that you can concentrate on “A” task
- “E” Item: something that can be eliminated and it won’t make any real difference.
  - May have been important at one time but not anymore
- After applying ABCDE Method to your list you are ready to begin on the A task.
Review your list and put an A,B,C,D or E next to each task or activity.

Practice the ABCDE Method each day for a month and evaluate the effectiveness of your day.
Determine and Clarify Your Key Result Areas

- What are your “Key Result Areas”?
- Discuss them with your boss.
- Make a list of your most important output responsibilities, and make sure that the people above you, on the same level as you and below you are in agreement with it.
Grade Yourself on Key Result Areas

- Grade yourself 1-10 with 10 being the highest grade.
- Concentrate efforts of improvement on your lowest grade.
  - Delegation is a key result area for a manager
    - Enables a manager to manage, get results through others
    - A manager who can’t delegate is held back from using all of his or her other skills at maximum levels
Poor Performance Produces Procrastination

- People avoid jobs and activities in those areas where they have historically performed poorly.

- Instead of setting a goal to improve in an area, most will just avoid the area altogether, which just makes the situation worse.

- Refuse to rationalize, justify or defend your areas of weakness, instead Identify them and Set a goal and make a Plan to become very good in each of those areas.
The Great Question

- What one skill, if I developed and did it in an excellent fashion, would have the greatest positive impact on my career?
- Ask your boss the same question.
- Ask your coworkers, your friends and your family.
Write down the “Key Results Areas” and give yourself a grade. What one key result area if you did in an excellent manner would help you the most in your work.

Take this list to your boss and discuss it with him or her. Invite honest feedback and appraisal. Talk them over with your spouse or friend.