### TIME MANAGEMENT STRATEGIES



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"Slow down! You're toasting your Blackberry and talking into a Pop Tart!"





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Time "Management" Is A <u>Skill</u>, A <u>Technique</u>, A <u>Mindset</u>, and A <u>Lifestyle</u>. It **CAN** Be adopted or learned By Anyone Who.....

- >Wants to feel more in control
- >Wants to attain more out of life
- >Wants to achieve success in business while enjoying the pleasures of a personal life
- >Wants to reduce stress and realize more balance in life
- >AND plans and takes action to implement changes

	URGENT	NON-URGENT
IMPORTANT	Emergencies; Crisis; Problems	Results Focused! Strategic planning; training; mtg. w/ clients/prospects, personal growth, exercise
	Interruptions; most calls & emails;	
NON-IMPORTANT	some meetings	TV; internet; some calls and emails, busy work

## E-Mail





>You're In Charge

> 2 D's – Do It or Delete/Dump It! "Do It" on your time

>Remember....email is rarely URGENT & IMPORTANT. Emails are generally a quadrant II, III or IV item. Quadrant II gets priority

#### ORGANIZATION FUNDAMENTALS



>Block 2 hours (no interruptions)

>Touch every piece of paper 1 time!

-3 D's – Do it; Delegate it; Dump it

>"Do It" pile goes into 1 of four folders: Immediate; This Week; Next Week; or When I Have Time

- -Immediate & This Week stays on your desk. Prioritize.
- -All new correspondence goes in one of the folders

>Each Friday/Sunday afternoon....pull out the "Next Week" folder, move to the "This Week" folder, and prioritize

# Planning & Prioritizing

- >Plan your "Must Do" & "Should Do" lists & update regularly
- -Don't over-commit on the "Must Do" list (Will I, my family, or my business suffer if I don't do this today)
  - -Absolutely must be done before your day ends
  - -"Should Do" should be longer
- >Only the "Should Do's" may be moved to the next day
- >End of the week...remaining "Should Do's" go to your ongoing "To Do" list

## Time Wasters – Dr. Ivan Fitzwater, "Time Under Control"

#### **INTERNAL**

**EXTERNAL** 

lack of delegation telephone

"fire fighting" meetings

lack of plans visitors

lack of priorities paperwork

procrastination delays

Identify.....control.....or eliminate!!

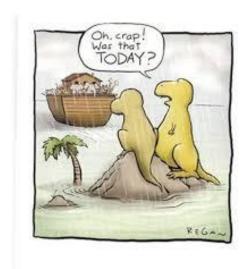
(decision to act)

### DELEGATION



"Fire-fighting"; telephone; visitors; paperwork When your love of control is greater than your sense of responsibility, your leadership and your business suffer

## PROCRAS (I'll finish it later)



- >Pick one area where procrastination is a temptation. Resist the temptation & <u>refocus</u> attention on the project at hand
- >Determine an action that will get you moving
- >Schedule the time to act
- >Set a deadline. No excuses. Make the action a "must do" on your calendar

## A Matter of Choice!

MY ONE WORD FOR 2018

CONTROL

"TIME IS THE GREAT EQUALIZER"

# Thank You!

Kim Stoneking, CBC, CAE

"Partnering With Organizations & Individuals To Accelerate Profitability

By Realizing Greater Potential"

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