

# TIME MANAGEMENT STRATEGIES



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



*"Jerry... Jeeerrrrrrryyy... Pick me up Jerry. C'mon, just a quick check. You know you want to Jerry..."*



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Time “Management” Is A Skill, A Technique, A Mindset, and A Lifestyle.

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
NON-IMPORTANT	Interruptions; most calls & emails; 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

	Sun 28	Mon 29	Tue 30	Wed 31	Thu 1	Fri 2
		Invoice CPO	Complete Blog Follow-up John Doe	Invoice J. Razo Mail Biz Flyer Prep for Seminar		
GMT-05						
1pm						
2pm						
3pm						
4pm						
5pm						
6pm						
7pm						
8pm						
9pm						
10pm						

# Time Wasters – Dr. Ivan Fitzwater, *“Time Under Control”*

## INTERNAL

lack of delegation

“fire fighting”

lack of plans

lack of priorities

procrastination

## EXTERNAL

telephone

meetings

visitors

paperwork

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

# PROCRASTAS (I'll finish it later)



- >Pick one area where procrastination is a temptation. Resist the temptation & refocus 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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