

Some Time Management Suggestions ...

1. The simplest, most effective time management tool ever created is still the pad and pencil.
 - a. A great many bar-raising, proactive plans will occur when “you get to them” but never do because there are always problems to solve.
 - b. Spend 1-2 minutes at the beginning of the day to create a list. Ensure you put both proactive and reactive items on the list. Make the list realistic and don't overload it.
 - c. Chose a reasonable number of things that require short-term resolution, and add one thing to the daily list that is longer term - otherwise you will never get to it.
 - d. *Rank the list from most enjoyable to least enjoyable. Start with the least enjoyable items first. This way the day becomes more enjoyable and less stressful.

2. Know when to deal with something (usually a problem or fire to put out) and when to leave it. A quick way is to use the GVG method.
 - a. Gravity – the seriousness or impact of the concern. What is the effect on profit, project completion, reputation etc?
 - b. Velocity - the urgency or acceleration. What is the consequence of doing nothing?
 - c. Growth – is it getting worse, better or the same?Not all problems are equal in GVG, so this problem solving method allows you to make more objective decisions. Another way is to ask these two questions.
 1. What would happen if this were not done at all? If the answer is nothing, stop doing it.
 2. Which of the activities on my time list could be done by somebody else just as well, if not better?

3. Don't turn up to useless meetings. Always ask the question, “what would happen if I didn't turn up to this meeting?” If nothing would happen, don't go. Other meetings, you might only need to be there for part of them.

4. Close your door. Nobody expects you do have an open door policy all day. Allow some time to work on something (from your list) uninterrupted. Working on a task for a minute or two and then getting interrupted is simply not productive.

5. Never allow anyone (apart from your boss) to leave something on your desk (e.g, piece of paper, a problem). Offer help, but don't become the recipient.

6. When dealing with problems, rather than just to look to solving them, try to be innovative to raise the bar so that the same problem is avoided in the future.

Adapted A Weiss