



How Important is Time in Relation to Your Success?! (7-3)

Achieving Success Takes Time

Most people do not know how to utilize their time effectively. You might seem busy. You might feel like you work all the time. You might feel like you have little time left at that end of the day. To really see how effective you are at your time, a simple time audit can be conducted. Once you identify where your time is going, you can eliminate the time wasters and recapture valuable productive time.

10 Timewasters

1. Shift priorities.
2. Telephone interruptions.
3. Lack of priorities or objectives.
4. Attempt too much.
5. Drop-in visitors.
6. Ineffective delegation.
7. Cluttered desktop (lose things).
8. Lack of self-discipline.
9. Inability to say “no.”
10. Meetings.

Time Audit?

We must make a conscious effort every day to control events in our life if we are going to manage our time effectively. There are several areas that must be addressed in your time audit and in your time management.

Plan You're Workday

The secret to effective time management is learning how to plan events so that your high-priority tasks are managed first. Taking time to plan your workday is a discipline that requires commitment and regular attention throughout your day.

Overcome Distractions

The distractions that are within your control (self-imposed distractions) include: procrastination; selecting tasks with the wrong priorities; attempting to accomplish more than can be done in a specific time; and social interruptions. In organizing your day well, you will be able to minimize the impact of distractions.



Time Audit

A time audit is exactly what it means – taking inventory about how you spend your time in your work. This will help you find out where your day “really goes.” To do a time audit, you will need to track and record what you are doing each minute throughout your day.

The data you collect from your time audit will help you determine if your activities are consistent with your business objectives and will help you identify major time wasters that are decreasing your daily productivity.

Your time audit can best be set-up by tracking each activity in fifteen-minute time blocks. Record your activities on paper (daily planner) in hourly blocks of time. Every fifteen minutes stop what you are doing and write what you are doing in the fifteen-minute time block. At the end of your day, you can analyze what you did and how much time you spent on each task. Compute your time findings for each task and review your findings honestly. As you do this, you will be surprised on what you can improve in with your activities and output.

Activities and Output

Activities are the things you do during the day. Output is what you achieve. Activities are of no value if you do not have the output you want. The keys to increasing your productivity and achieving your objectives are to determine which of your activities are the most important, and to prioritize those tasks.

The Payoff

The primary purpose of a time audit is to make you aware of how you are spending your time, so you can reprioritize activities to help you achieve your objectives.

Overcoming Procrastination

The key to overcoming procrastination is to prioritize your work. After doing this, focus your efforts on completing your most important tasks before taking time to complete less important tasks or socializing.

Overcoming Procrastination Tips

- Use check lists.
- Make a radical change.
- Group Similar Tasks.
- Do not chase perfection.
- Avoid pressure.



- Finish what you are doing.
- Set deadlines.
- Get the worst over first.
- Start projects as soon as possible.
- Conduct time audits regularly.
- Review your daily and weekly check list a few times per day.
- Think about your reward for your output.

Eliminate Interruptions

Interruptions decrease your output by diverting your attention from high-priority activities to lower-priority activities and by requiring you to mentally “reorganize” your work. The average time it takes for a person to become focused when interrupted is 6 minutes. If you are interrupted ten times per day, you lost 1 hour getting yourself focused.

Be on Time

When you are on time you set the example for others to do the same. A person being late is a big-time waster.

Plan for Success by Committing to Yourself

Take a few minutes every morning and prioritize your checklist of things to do that day. This is crucial for your success so that you know where you are at and where you are going that day. Visualize yourself as an energized and organized person.

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