

TIME MANAGEMENT IN BUSINESS... HOW TO BETTER MANAGE YOUR TIME...THE MOST VALUABLE ASSET

By Bernhard Heine,

Professional Business Coaches, Inc.

How are you doing with all those New Year resolutions? Are you ticking them off one by one, or are you piling up guilt and regret 'cause you can't seem to get around to them? Because the time to do what is really important gets swallowed up by what is very urgent. Time management is THE big issue for all of us at the start of the year. There always seems to be "too many new initiatives, and too many old ones blocking the path to change." Take a little time to read on, then save yourself A LOT of time by boosting your personal productivity.

Alan Lakein said: "Master your time and master your life." There is no asset of greater importance than our finite time. Many say "Time is money" yet it is actually more valuable than that since you can get more money, but you cannot get more time. Why isn't the life skill of time management taught in our schools? All of our businesses would be much more profitable, if only we were more productive and relaxed with our personal time in the five aspects of business; marketing, selling, purchasing, producing, and serving our people. So, here's a quick Time Management insight, worthy of a few minutes of your reading time.

Consider your information collection points. List them and control them outside of your short term working memory. Collection points are sources of information with which you want to do something.

Today, the information explosion has blown away our old in-box. Collection points will overwhelm you if you don't take control! Think about them: mail at home and work, cell phone voice mail at home and work, PDA email at home and work, electronic social networks, inter personal discussions, notes and lists on paper, cork boards, and even refrigerator doors.

All of this data needs to be collected, prioritized, sorted and scheduled, without relying on memory recall for future action. The typical business executive can have up to 200 actionable items on a 'to do' list continuously! Storing them elsewhere than in your conscience mind can free up a world of focused thinking and strategic action.

Time management gurus all recommend reducing collection points to the number of fingers on one hand and freeing yourself from the stressful feeling of having "open loops". These are the vague nagging items not captured within a reliable system. How can you feel comfortable and in control if you have 30 or more places to look for new information every day?

Take these 5 steps now:

1. List out All of your collection points.
2. Cut them down by combining email accounts, forwarding calls to a single voice mail, maintaining just one 'to do' list and automating your electronic communications.
3. Do things right, just once, by having discrete and consistent ways of dealing with each item in priority order.
4. Do a weekly review of all your lists and collection points.
5. Keep a "someday, maybe pile" or "ideas and dreams" folder. It is vital to review your process so that you come to rely on your system. You will only keep to your process if you trust it.

If you have any comments or questions or if you need any assistance in implementing these ideas, or want information about the next "Time Management In Business Seminar", please contact:



Professional Business Coaches, Inc.
Bernhard Heine

www.TheProfessionalBusinessCoaches.com

Heine@ProfessionalBizCoach.com

781-319-9820