

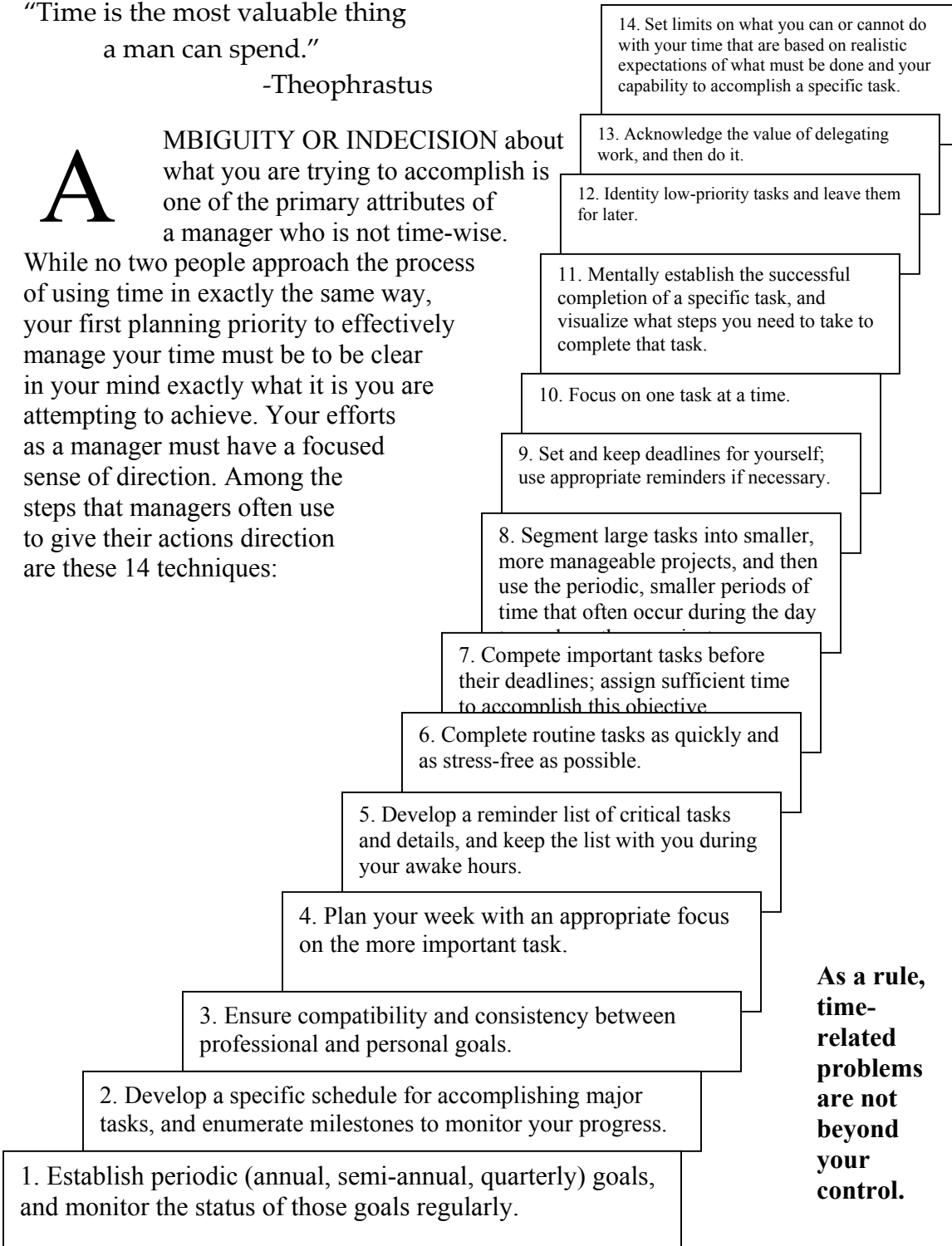
14 ways to be time-efficient

“Time is the most valuable thing
a man can spend.”

-Theophrastus

AMBIGUITY OR INDECISION about what you are trying to accomplish is one of the primary attributes of a manager who is not time-wise.

While no two people approach the process of using time in exactly the same way, your first planning priority to effectively manage your time must be to be clear in your mind exactly what it is you are attempting to achieve. Your efforts as a manager must have a focused sense of direction. Among the steps that managers often use to give their actions direction are these 14 techniques:



**As a rule,
time-
related
problems
are not
beyond
your
control.**

Daily Goal Setting

1. Make a written list of each thing you want to accomplish.
2. Prioritize the items on your list from most to least important.
3. Break major tasks into component parts that can be undertaken on a daily basis.
4. Find an appropriate time for making your daily plans, such as the beginning or end of the work day.
5. Display your daily plan in a conspicuous place, such as on an appointment calendar.
6. Enter the due dates of long-term projects on a long-range planning calendar.

Scheduling

1. Assess how you are currently spending your time.
2. Determine your peak energy times and undertake your most challenging tasks at those times.
3. Combine compatible activities.
4. Do important and difficult activities first so that they do not serve as a constant source of stress.
5. Have reading or other materials available to fill dead time in your schedule.
6. Incorporate buffer time into your schedule.

Working Efficiently

1. Select a work setting that enhances productivity.
2. Keep paperwork manageable.
3. Train others to share the work load on collaborative tasks.
4. Seek feedback and input from others on how collaborative tasks can best be managed.
5. Put instructions for a task in writing.
6. Study agenda items before meetings and help focus the group's attention on those items.

Decision Making

1. Know your priorities.
2. Be affirmative in pursuing your goals.
3. When you must say no, let others know how your decision is related to the commitments you have already made.