

The Time of Your Life

"Control your time
and you'll control your life!"

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The Time of Your Life

List your top 3 time consuming tasks:

1. _____
2. _____
3. _____

How much time do you spend on each task: _____

List 3 tasks that could be deligated:

1. _____
2. _____
3. _____

How much time would you save on each task: _____

Do you plan adequate time for projects:

Do you allow others to interupt you?

Are you disciplined enough to stick to your planned schedule?

Are you comfortable deligating?

When a crisis arises, how are you best suited to handle it?

Time Management

Business Cards:

1. _____
2. _____

Mail:

1. _____
2. _____

Junk Mail:

1. _____
2. _____

Magazines::

1. _____
2. _____

Receipts:

1. _____
2. _____

Activities:

1. _____
2. _____

Time Out:

1. _____
2. _____

Prioritizing Time:

1. _____
2. _____

The Professional Balance : Time Management

What tasks need to be done during business hours each week? You need to budget your time as much as your money. Allot specific times for each task.

- Approach Calls Marketing Return Calls Education
 Presentations Collections Follow-up

8AM	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9AM					
10AM					
11AM					
12AM					
1PM					
2PM					
3PM					
4PM					
5PM					
6PM					

Determine where to assign your various appointments and tasks and then stick with them as firm commitments!

Tasks can be performed after business hours:

- Return Correspondence Accounting Education
 Proposal Preparation Thank You's Invoicing
 Month-End Reports Attend Mixers

_____	_____
_____	_____
_____	_____

What tasks need to be accomplished monthly:

_____	_____
_____	_____
_____	_____

“What may be done at any time will be done at no time.”
 Thomas Fuller

The Professional Balance : Time Management

Determine where to assign your various appointments and monthly tasks. Stick with them, they should be firm commitments!

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1					
8					
10					
12					
2					
4					
6					
WEEK 2					
8					
10					
12					
2					
4					
6					
WEEK 3					
8					
10					
12					
2					
4					
6					
WEEK 4					
8					
10					
12					
2					
4					
6					

Make sure you have each and every task scheduled during the month.

“The difference between the impossible and the possible lies in a man's determination.”
 Tommy Lasorda

The Time of Your Life

"Appoint a time for everything, and do everything in its time"

Business Cards

1. Filing
2. Database
3. Archiving

"Lost time is never found"

Mail

1. Pick it up after 5
2. Sort it standing
3. Have 3 stacks
 - a. To File
 - b. To Scan
 - c. to pay

Junk Mail

1. Get off the lists
Rubber Stamp: "Refused-Return to Sender" - they pay return postage
2. Do not fill out surveys
3. Written request to credit card companies not to sell your name
4. When ordering by phone, request your name not be provided to any party
5. Join Stop Junk Mail Association: \$17.50 Call 800 827-5549

"He that gains time gains all things"

Magazines

1. Binders for articles, sort by category

"They who make the best use of their time have none to spare" 1732

Time Management

Receipts

(P&L)

1. File Folder for all receipts
2. Profit & Loss or Database for expenses

Activities

(List of tasks)

1. Tasks - actual - when are they necessary
2. Revenue Generating
3. Prime Time
4. Minimizing handling time
5. At the end of the day as: "Did I use my time to accomplish my objectives? If not, why not? What should I do tomorrow to improve my use of time!"

Time Out

1. Rewards
2. Mental Health

"Time passes quickly; make good use of it"

Prioritizing Time

(TM Tools)

1. Telemarketing
2. Accounting vs Bookkeeping
3. Handshaking/Mixers

"Time is like money: once spent, it can never be spent again"