



Marketing and Management Consulting

Managing your time!

Take a TIME Management Inventory

<http://www.ucc.vt.edu/stdysk/tminteractive.html> (sample inventory)

- Do you feel frustrated and exhausted at the end of the day because you have little or nothing to show for your efforts?
- Do you find yourself rushing to meet deadlines?
- Do you find yourself working a lot of overtime or taking work home just to keep up?
- Do you find yourself in meetings that seem to go on and on and on?
- Do you have trouble saying no?
- Do you feel you work harder than those around you?
- If you answered yes to 3 or more of these questions, you may need to change some of your TIME habits.

Time Bandits (things that steal your time when you are careful – awareness of your time bandits is half the battle)

- Paperwork
- Procrastination
- Telephone
- Emails
- Meetings
- Visitors
- Poor Planning
- Ineffective delegation
- Can't say NO
- ETC....
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Practice TEA time

It's not always enough to try and be understood, it's also necessary to try and NOT be misunderstood. How often do you hear, "Oh, I didn't realize" or "Sorry, didn't know you needed my answer so quickly" – the list goes on. Practice "Telling" what the reason is for the call/email, "Explain" the reason briefly and the "Ask" for the result you desire. Always be brief. Think of buying radio or TV time. If big companies can get their message across in 30 to 60 seconds, why can't you?

T (TELL)

E (Explain)

A (ASK for – whether a time deadline, a returned email, an answer, etc..... ASK for what you want at the end of your conversation or your email)

Meetings – what do they cost?

_____ x _____ = \$ _____ (number of people x the average hourly salary = the cost of your meeting – was it worth the investment) Many meetings could be handled with less people and less time if everyone is organized. Plan, plan, plan.

TAKE CHARGE

- SET PRIORITIES (1440 minutes in each day – use wisely)
- GIVE YOURSELF CREDIT for tasks completed!

Plan your work and work your PLAN – for HELP, give me a call!

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