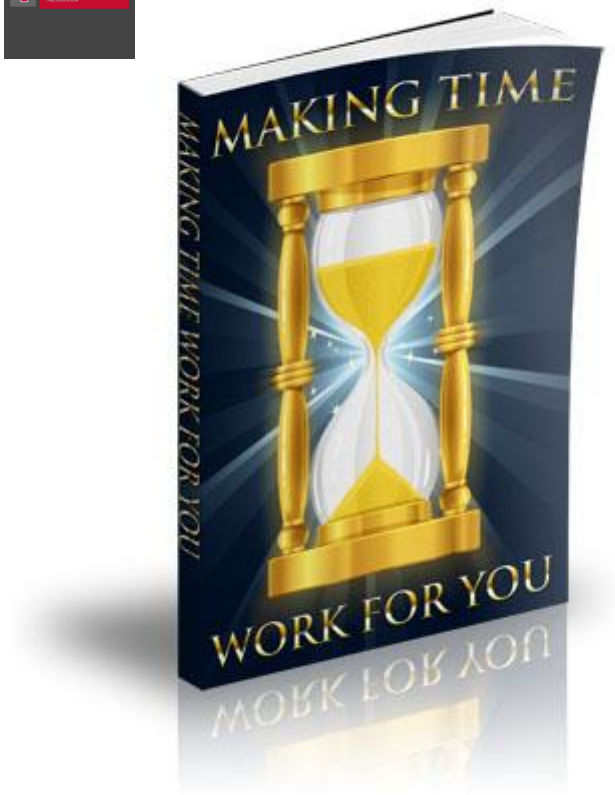
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Making Time Work for You

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Making Time Work With You

Modern life was meant to be about leisure – wasn't that the dream we were sold? We were meant to be surrounded with cool gadgets that did all those jobs we hate to do and life was going to be about sitting around watching the grass grow, if that's what we wanted to do, or perhaps just relaxing with a cocktail by the swimming pool.

Instead, it’s become more and more frenetic. With every new device created to make our lives apparently simpler, the pace of life seems to just speed up. For example, you take away ten hours a week to hand wash our clothes, replace it with an hour tops to use a washing machine and dryer and what do we get? We get some other work dumped on us. Get a cool new gadget that lets you surf the net from anywhere? Suddenly people want us to call us at all hours of the night and day and our off time seems to have disappeared into a huge abyss.

Of course we all have the same amount of time in the day. But some people struggle to get even the simplest of tasks completed while others seem to be able to work a week's worth of jobs into one single day. If you are struggling to find the time to get everything in order, if you want to find a way to accomplish a few more dreams and release a few of those huge tasks that seem to be forever hanging over your head, then making time work for you is the key.

Time for a little honesty first: the problem with time isn’t a problem with time at all. It’s all about just how organized you are. The hours, days, months, years we have are the same period our next door neighbours have too. High performers and low performers, we all get the same amount of time. Being successful is not about how much time you get; it’s about finding how to make that time work for you.

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Over the years you are sure to have developed strategies to help you cope with time but often, we can get caught in patterns of behavior that make things worse rather than better. You may have strategies that once worked, but life has changed around you and those old strategies just aren't working now.

The more responsibility you have, the bigger your dreams, the more you need a handle on time. If you're unemployed, without children and don't have a lot of responsibility, then your time issues are likely to be far less critical than a person in a management role, or someone who has opened their own business and is running a family home as well.

To work out just where your time is going, we first need to work out just how organized you are.

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How Organized Are You?

Sometimes the way we see ourselves is not completely accurate. For this reason it can be a good idea to also ask people around you to help you evaluate just how much time you spend on things. Everyone has an area they don't seem to notice, perhaps because it's something they secretly don't want to give up (such as surfing the net, watching television or shopping).

To get the best results, go through the following checklist yourself first, then ask someone you trust and respect to fill it out for you too.

Assessment

Read through the following statements and circle the response that fits your answer best:

I work more than fifty hours a week
NEVER SOMETIMES ALWAYS

I feel guilty when I go on holiday or take time off work
NEVER SOMETIMES ALWAYS

I never have time to get everything done
NEVER SOMETIMES ALWAYS

I feel like I don't have any down time
NEVER SOMETIMES ALWAYS

I don't take lunch breaks- I eat lunch at my desk
I NEVER SOMETIMES ALWAYS

I complete tasks or assignments right on deadline
NEVER SOMETIMES ALWAYS

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I avoid difficult tasks and put them off till last
NEVER SOMETIMES ALWAYS

I find it difficult to finish what I start
NEVER SOMETIMES ALWAYS

I am late for appointments or meetings
NEVER SOMETIMES ALWAYS

I blame other people when I don't get everything done.
NEVER SOMETIMES ALWAYS

How to Score

Now score your responses.
NEVER = no point, SOMETIMES = one and ALWAYS = two

Analysis

The following will give you an indication of whether you do have a problem with managing time to provide you with the best results:

If your score was over 13 points: You probably feel your life is rather chaotic. You feel like if you were in a boxing ring with time, it would have you in a headlock and was about to punch your lights out, so to speak. However just remember there may be time for a surprise punch before you get completely knocked out - and this report will help you get there.

If your score was between 6 and 12: Well sometimes you get it - which is great. And then there are the times when you don't. You could do with a little help however and this book will help you get there.

If your score was five or under: That's really great! On the whole you are managing your time pretty well. This book will

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be more about giving you some pointers to help you sort out one or two trouble spots. But well done!

Have another look at your list and circle the statements you have indicated as being ALWAYS a problem. These are the areas that need the most urgent attention. Being aware of your problems is the first step to fixing them. As the famous Chinese proverb says, “a journey of a thousand miles begins with just a single step.”

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Are You Wasting Your Own Time?

One of the biggest trends in terms of addictions today is the addiction to social networking sites and internet communications. Some managers and business people are spending more than seven hours a day JUST on social networking sites and their related applications. That's a lot of time not being put into important tasks.

We all indulge in activities that just waste our time. A few years ago, I managed to get myself addicted to the computer game *Lemmings*. These things are often a kind of escape valve, something we use to unwind. However it is very easy for such indulgences to turn into bad habits and we can end up not noticing quite how much valuable time they consume. I know this firsthand because I became a hell of a good *Lemmings* player and there is only one way to do that – you have got to practice, plenty of practice!

There are lots of other things that can waste our time too. For example, some people get caught up in ensuring their house is spic and span at all times, leading them to tidy for very long periods of the day. So, if we want to learn how to get more productive with our use of time, it is a good thing to know where our time is going and, in particular, where it is being wasted.

Most time wasting comes down to some pretty common activities. Take a look at the following list and circle the ones that best apply to you:

- Chatting when you've got a long list of things to do.
- Checking email several times an hour.
- Doing something more than once, as you want to perfect it.
- Spending too much time coming to a decision.

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- Spending more time than you need to attending to jobs you enjoy doing.
- Taking phone calls, or having a conversation with someone in the middle of trying to complete a task.
- Rearranging furniture or equipment on a regular basis (or getting stuck into extra house cleaning).
- Trying to focus on more than one task at a time, juggling several together.
- Saying 'yes' to jobs that aren't your responsibility, or part of your job, because you want to retain control of it, even though you don't need to.
- Spending time fielding calls, emails and texts about things that don't really relate to your job, business or goals.
- Finding it difficult to say 'no' to things.
- Struggling with managing all your email.
- Finding your life is just one steady stream of meetings.
- Becoming distracted when talking to someone and having to ask them to repeat what they were saying to you.

Now you've identified some of your problem spots (hopefully) what's the solution?

Chatting when you've got loads to do

Of course no one is saying you can't have friends or colleagues chatting to you. However if you're the agony aunt of the twelfth floor or you find it's impinging on work time, it needs to be sorted. It may be that it's about them wanting to talk to you rather than the other way round. If so, come up with several *escape clauses* and use them as necessary. For example, you might say, "sorry, I can't chat just now because I need to finish this report by the end of the day."

Checking email several times an hour

If you are a compulsive email checker it can eat up hours of your day. Have a think about why you are checking. If you are

waiting for a specific email, then perhaps try phoning the person instead for a more direct approach. If the email checking is non-specific, you can try setting a timer between checks to limit your checking or unplug the internet completely, disconnecting you from the source.

Wireless internet can be the bane of a compulsive internet checker's life. Also make sure you turn off automatic notifications from message boards, Facebook, and internet forums. Do you really need to know what Stacey said about Andrew’s status update right now?

Doing something more than once

Double handling anything takes up far more time. Redoing a large project, spending hours tweaking it and reading over to check it again and again (unless it’s a technical document and that’s your job) wastes time you can use more productively.

Trust yourself that once you’ve completed something and given it a read through or checked that it’s fine. A good rule-of-thumb to consider (before you start rewriting) whether or not it already does what you need it to do. If it does, then stop and move on. This also applies to small tasks like emails and memos. These should be quick jobs, not tasks we deliberate over for hours on end.

Spending a long time coming to a decision

Learning how to make a decision can save you a lot of time and plenty of frustration - and save other people frustration too. Here are a few rules-of-thumb. Your gut instinct is nearly always the correct one and often our 'umming and ahhing' over some decision is enough reason, in itself, to simply say 'no'. So you could think about saying 'no' as your default response to requests on your time unless you feel a burning sense of 'yes' about the proposal. Alternatively, you could just quietly for one to two

minutes, and consider each option carefully and then go with the one that makes you feel more at ease. For more complicated matters, try making a list of pros and cons – should take you no more than 5 minutes.

Spending more time doing jobs you enjoy

We are naturally drawn to the jobs we love to do and often, we'll happily spend hours on them, and ignore others pressing demands. It's not to take away your fun, but deliberately indulging yourself by spending too much time doing what you enjoy is a form of procrastination - a timewaster. One of the best solutions is to use the enjoyable tasks as kind of 'carrot' that you get at the end of completing a boring or unfulfilling task. Another approach is to set yourself a time limit for the enjoyable task at the start - and then you can allow yourself to enjoy it as much as possible during that time.

Taking phone calls, or having a conversation with someone in the middle of trying to complete a task

Whist you don't need to squirrel yourself away all the time, if you are trying to get something done and it needs a concentrated effort, then don't check email and don't answer the phone. If you are in an office where you may be interrupted created a sign you can use to request that you aren't disturbed. Even in an open office there are simple ways to accomplish this, such as using a red flag that you attach to your cubicle. You simply tell everyone that you are not to be disturbed during 'red time'. Of course, you only use 'red time' when you absolutely need to, not as a default method of operating. That way, other people will come to respect your requests for solitude. It is quite amazing how well this simple idea can work.

Once, other people get the idea, you might find pretty soon, there are red flags all over the office as people learn to respect each other's time and they buy in to the idea. You will be

amazed at how much more productive you can become using the red flag method too. The reason is simple: if you get interrupted during a complicated task, research has shown it takes on average around fifteen minutes to go back to that same level of concentration. If you get interrupted four times during the day, that's an hour's additional time you've lost i.e. over and above the time you spend attending to the interruptions themselves. For that reason, sometimes removing yourself away from the office buzz, and going somewhere completely quiet can be the best idea.

Rearranging furniture, or equipment on a regular basis (or getting stuck into extra house cleaning)

If you have something to do and then you suddenly realise you might need to attend to your filing system, sharpen your pencils, tidy your inbox or rearrange equipment, then you have fallen for another procrastination trick. If you are doing a task you are not particularly enjoying its human nature to want to find something else to do – pleasant or otherwise. Try to catch yourself doing these things and then make a deliberate effort to put them to one side and finish the important task first. Try to use the 'catching yourself out' moment as the trigger – it's almost like reprogramming your mind if you get this right; you may be surprised at how well this can work.

Trying to focus on more than one task at a time, juggling several together

Of course you can multitask and of course some people can manage more than one thing at the same time. But there are good times and bad times for multitasking. A good time to multitask might be when you have a low priority call that is essentially conversational in nature, for example. However for the most part, you need to understand that trying to juggle more than one task at a time actually prevents you from working at

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top speed and so multitasking can actually cost you more time than you may think. It's generally best to do one thing at a time.

Saying yes to jobs that aren't your responsibility or part of your job because you want to retain the control of it, even though you don't need to

One of the first, and most important steps, is to work out exactly what are the responsibilities of your role(s). This applies whether you own your own business, work for someone else or even if you are a stay at home parent. Often we take on many tasks because we don't want to use the strongest two letter word known to man (and woman) … NO.

If you are getting drawn into this kind of activity because you don't want to lose control, then the problem is with you. It is a matter of developing the strength of character necessary to allow others to step in and take over. The rule is simple: if it is not part of your job responsibilities, then you need to learn to say 'no'.

Spending time fielding calls, emails and texts about things that don't really relate to your job, business or you

If you are doing something because you know that it needs doing and no one else is doing it, first look at your list of roles and responsibilities. If the task belongs with you, then that's one thing, but if it is not a part of your designated responsibilities, then you are doing the wrong thing by taking it on.

You need to understand this is not anything negative, but saying 'yes' to such demands inevitably leads to saying 'no' to others and if you find that you cannot complete the tasks that are clearly within the remit of your role, then you really must learn to avoid getting drawn into this kind of activity. In fact, within the modern office workplace, doing *things that you should not*

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be doing is often the main reason people fail to get the *things they really should be doing* completed.

The answer is to ensure that tasks are properly escalated to the person who's agreed role includes responsibility for the task. If there is nobody who's role encompasses the task and the task is important, then roles need to be redefined. In this situation, you should speak to whoever is responsible for roles and responsibilities, within your organization, and if that person happens to be YOU, then it is YOUR task to redefine roles and get someone else trained (if necessary) to take on the task.

Struggling with managing your email

This has to be one of the biggest issues of modern day life. We get so much email that it's easy to fall into email overload and get completely lost. Use the same idea that people use when handling paper – make sure only handle emails once. Read through, make a note of any action points and then either move to the email to another folder (outside your inbox) or delete it. Try to keep you inbox clear – or as clear as you possibly can. If you don't know how to create folders in your email client, learn how to do so.

Keep only the emails you are currently working with in your inbox and file the others away where you can find them, under the appropriate group or network folder. If you are a newsletter junkie, create a separate email account for the newsletters to go into and set aside time, on a daily or weekly basis, to take a peek at your collection. Trust me: you will be a lot more productive with a relatively clear inbox. It saves you a lot of time and you will then only be keeping the emails you actually need.

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Finding your life is just one steady stream of meetings

If you are the person calling the meeting, set aside meeting times during the working week and keep to them. Set the length of the meeting before you go into it and always have an agenda. If you have people who go off track in your meetings, appoint someone to be a timekeeper or have a get-back-on-track person to steer the meeting back to the core discussion.

If you work in an organization and are asked to attend a lot of meetings, work out which ones relate to your roles and responsibilities and focus on those, avoiding as far as possible, those meetings you can afford to skip. Remember that you can sometimes attend just part of a meeting i.e. to discuss a certain topic (or topics) and remember too that sometimes, reading the minutes alone might constitute sufficient knowledge transfer for the organisation's purposes.

Becoming distracted when talking to someone and having to ask them to repeat what they were saying to you

Not listening to people and consequently missing information or not fully listening to their responses can waste time not only in the conversation, but later down the track - especially if it means you get the wrong end of the stick and complete the wrong task or do something slightly different to what was intended. You may think it’s a good idea to talk on the phone while writing a memo, but it means these tasks aren’t receiving your full focus. Teach yourself to stop, listen and note down any actions points. You may surprise yourself once you start listening properly!

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Make Your Body Work for You

After you've identified your problem spots and looked at some simple solutions for eliminating them, you can start to focus on new habits that help you remain time rich.

The first step is taking a good look at your productivity cycle. We all have better times in the day or night within which to work. The key is capitalizing on that, working hard in these periods and using the rest of the time as either your downtime or time for those lower priority activities such as playing on Facebook or sorting out your filing system.

Often we don't take our natural body clock into account when we are planning our day. However if you plan to complete any task that requires a large amount of concentration just after lunch, for example - a time of the day most people are flagging - then you will not be working to your optimum levels. Correlating the type of task to be completed with the natural peaks and troughs in your energy levels can save you time and help you get over the 'hump' of your work.

Most people have a very similar pattern when looking at peak energy times. Times of high energy are generally between nine and twelve am, sometimes rising again after nine pm at night. We have medium energy levels around eight am, and between four and six pm. Our lowest energy levels are often before eight am in the morning, between twelve and two pm and between six and eight pm. Think about when your peak times are and make a note of them. If you are unsure, monitor yourself a little over the next day or so.

In your high energy times, you need to focus on tasks that require the largest amount of concentration. These will be the more complex parts of your work, such as analyzing, writing, and reporting. In the low parts of your energy levels, allocate

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this time for more interactive tasks that involve relating to other people; this will help you stay a lot more alert. This is not a good time to attend lectures, meetings or do boring repetitive tasks that tend to induce sleep.

Think about the tasks you have to do during the day and group them according the level of mental activity or input required. Make a note of which ones should be carried out during your high energy times and the ones which are best carried out during your low spots. If you are part of a team, think about the tasks and activities you all do as a group and see if you can put some guidelines into place to help everybody work better with their natural biological rhythms.

Having a five, to ten, minute relaxation session (or even a powernap) in the afternoon is a way of boosting your energy level. In relaxation, you can use the time to let your mind wonder freely and relax from whatever it is that you have been working on. This is a skill you can learn over time if it doesn't come naturally. Learning some simple self hypnosis techniques here can also greatly help - see Self Hypnosis for Newbies.

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Arranging Your Day to Day Life

Clearly, you need some method for scheduling your time so you remember to turn up for all those important meetings and appointments. We will naturally be exposed to all sorts of computer systems within the modern workplace, many of which include some kind of scheduling facility. But we need our own system that takes inputs from all of these sources and permits us to gain an instant overview. Developing and working with the right system can be one of the biggest issues for people struggling to manage their time.

There are several different ways you could keep a track of where and when you should be somewhere.

Use a Weekly Planner

A weekly plan can help you spot patterns or connections throughout the week, enabling you to group activities for maximum leverage of your time. This is something you could simply create on a computer and then print out or there are many good commercial weekly planning diaries available as well as apps for mobile devices.

At the beginning of each week, block out all the appointments you already know about for the week ahead and then also block out your 'red time' (your do-not-disturb time) because you know these are times you will not be available for other tasks. Make sure you have your weekly planner with you while you are away from your desk so you know where and when you should be somewhere and will always able to update it as necessary.

Use a Whiteboard

If you find you and your family are here there and everywhere, or you work with a team of people who are often all over the

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place, a simple white board that can be updated every day with everyone's basic plans can work very well. It's really like a timetable of your day that others can refer to. I used this simple system once when managing a team of engineers – everybody liked it because it gave instant visibility across the entire office.

Make your Diary available to your team.

If you work in an office or if you work for home and have to juggle family needs as well, an alternative is to create an 'open diary' that everyone else can see. This gives you and the rest of the people involved an easy way to see if you are free when they want you. If you allow other people to book your time, remember that you will need some time to react to unforeseen events so don't get caught out however by forgetting to create breaks ('red time' is again useful here) in your schedule. You also need time to focus various specific tasks so again block out periods for this purpose.

Scheduling

There are some useful computer applications you can use to help keep you focused. In particular, having some kind of 'To Do' list within your system will be of great help. That way you can jot down jobs as they come up even if the due date for the task is several months ahead. It gives you a place to put all of those jobs that need doing. You can then refer to that list as you to structure your days, weeks and months within your schedule. To take your time management and, in particular, you scheduling skills to the next level, get a copy of The 4tm Spreadsheet.

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Learning How to Prioritize

It seems like such a simple task but you'd be surprised at how many people don't prioritize well. There are many different ways you can learn to work out the order of your tasks. The trick is to find the method that fits you and suits your personal style best. However, the following suggestions work for most people.

Often we have a lot of thoughts and ideas running around in our head that prevent us from properly engaging in any focused work. Part of the benefit of using these techniques is that by writing down what we need to do, we get those thoughts out of our head and somewhere we can actually do something about them.

Before you choose the best option for you, consider what it is that you want to most achieve. You can't prioritise if you don't know what the big picture is! So first you need to work out where you are headed and what you are meant to be doing. Doing this helps you understand what your key focus should be, and this in itself can make working out your top priority tasks a far simpler exercise.

You also need to work out a basic breakdown of how your time should be allocated. Some tasks can take up a lot of our time but are really not so important in the larger scheme of things. Doing these tasks prevents us from using that time for tasks that fit in better with our key focus.

Once you've worked out what it is that you need to focus on you can work out how you are going to prioritize. You can either do this for everything today and now, or you can a weekly, monthly or even yearly plan.

It's very simple. All you really need to do is to work out:

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1. **What you need to get done ASAP.** These are those urgent tasks that you really can't put off. They might be in response to someone else, such as preparing for a meeting, making a call or replying to an email or they may be tasks you are initiating yourself, such as training a new staff member or meeting a client.

2. **Important tasks that have to be done.** These may not be quick jobs but are important and may have a deadline attached to them or directly relate to your larger goal. It might include writing a book or report, creating a training programme or developing a system to sort your papers or some related idea. These tasks generally take longer than the others so will need chucks of time allocated to them rather than trying to work on them when you have time.

3. **Later tasks.** This list is for all the other things you need to do that are not so urgent. For example you might want to design a logo or spend time brainstorming. This might be the time you want to put aside for learning new skills.

Once you've made your lists, take a look at them again. Place a tick next to the jobs you enjoy and like doing, and a cross next to the ones you often try to avoid or don't enjoy. There will always be tasks you don't want to do floating around and the best way to start by admitting that you don't want to do them!

One trick is to do the urgent jobs that you don't like doing first. You can reward yourself once you have completed them with a small break or a coffee. Be careful that you haven't slipped a non-urgent task into your urgent pile simply because it's a personal favorite. This is easier said than done as we all like to spend the day on tasks we enjoy - even if these tasks may not be the most urgent.

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To make it easy to read and sort through, you could place the lists in a table format to make it easier to follow.

	URGENT	IMPORTANT	LATER
Enjoyable Task			
Non Enjoyable Task			

You need to get the urgent tasks, that you don't enjoy, done first otherwise they are a lot less likely to get done.

Another Method

This time sit and make a list of all the things you need to do. Then work through the list and mark all the tasks that you must complete today with a big 'T' (today). Once you've done that, mark the ones that need to be done within the next few days with an 'L' (later). Similarly mark the ones that are non-urgent and can be done sometime during the week with a 'W' (week). You may find you've listed some tasks that are longer term projects, and for now, they can just be asterisked and put to one side.

Some people find the best method is to review and reprioritise this list every night, ready for the next morning. This gives your mind time to plan and prepare for a fresh work day. However you can also start the day with creating a list - you just need to find the best method for you. Again, a key is to not put-off the things you really don't like doing until later on in the week. So as before, try to move all the things you least enjoy up to the top of the list to get them done and over with.

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Putting it All Together

Once you've digested all of this, it can feel like there is a lot of time and effort needed to be put into using less time! However it's all pretty simple really and once your new routines are set into place, pretty harmless as well.

The key to managing time effectively is to find a solution that fits your personality and current situation best.

To recap, the first step is to spend time looking at how organized you are already. Identifying problem areas helps you to work out where to improve. Once you work out where you are wasting time, you can find ways to deal with each issue. This might include being a bit tougher on the amount of time you spend online or simply learning to say 'no' to the requests and demands of others a bit more frequently.

Recognizing that your body clock affects your productivity is an important part of effective time management. Make your natural body clock work for you by ensuring your high energy times are allocated for those more complex tasks.

Get focused on the bigger picture; your goals and the things that are most important to you. Make them a reality by translating your goals into actions and then completing each of them, one by one. Key to making this happen is to develop your own scheduling system that provides you with an overview of everything you need to attend to – The 4tm System can help you with prioritizing in the best possible way.

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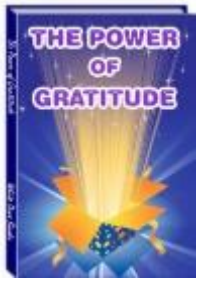


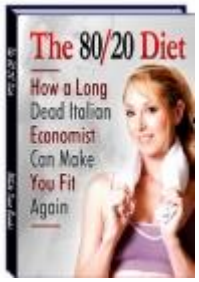
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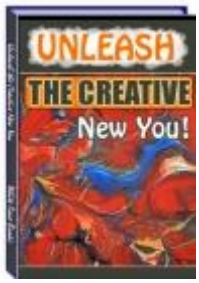
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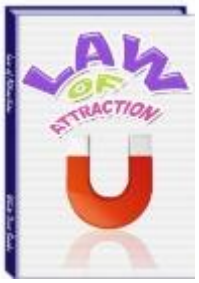






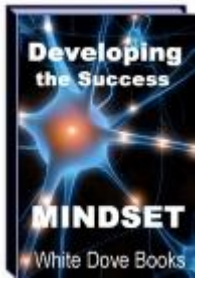


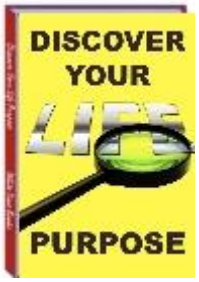


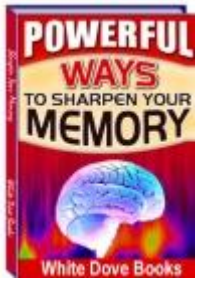




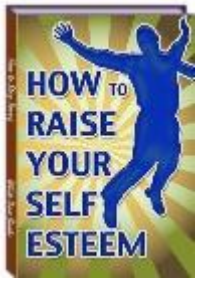


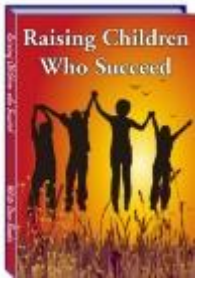














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About Will Edwards



Will Edwards is the founder of White Dove Books and a graduate of the University of Birmingham, England.

He writes books, blogs about his passions and runs personal development workshops. Will has written 3 best selling books within the personal development genre ...

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About White Dove Books

White Dove Books was founded by Will Edwards, in 2003 primarily as an outlet for his writing. Within our first three years, we became recognised as one of the internet's leading Personal Development sites.

The Inspiration Newsletter, published by White Dove Books, was started in 2005 as a way of providing useful information including tips and techniques for living life to the full, interesting articles and free inspirational ebooks to our visitors.

Today White Dove Books works in partnership with many authors and on-line publishers of inspirational material to provide a quality online service that serves thousands of people in dozens of countries across the world.

We are passionate about Personal Development and we believe that life holds a specific purpose for you. You can help us to change the world by distributing our books. In fact, you can even get paid for sharing them.

Our mission is to help people to develop their own unique talents, abilities and passion in order that they may lead more meaningful, joyful and fulfilled lives.



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