

Stuff That Works At Work

Chapter 22

“Time”

Take Action

Stuff That Works At Work

Chapter 22 Take Action: Content

- Identify your top three priorities. At the end of each day, note how much time you spent on each of them. If you feel like your time was short on these priorities, devise a plan for devoting more time to them.
- Remove anything from your to-do list that has been on there for more than three months. If you have not done it by now, chances are it will not get done, nor is it that important.
- For one week, track every hour of where your time goes and what you worked on. At the end of the week, look over the data for an honest assessment of where you are spending your time.
- Invest time on Stuffthatworksbooks.com to find ways others have made collaboration work for them

Stuff That Works At Work

Chapter 22 Take Action: Action 1

Identify your top three priorities. At the end of each day, note how much time you spent on each of them. If you feel like your time was short on these priorities, devise a plan for devoting more time to them.

ACTION

Time is so valuable. It is the key to getting things done. You must INVEST your time on things that matter.

We all have exactly the same amount of time in a day. The difference between us is how we choose to invest our time.

The first step is to be aware of how you are investing your time. The second step is to change as required to improve the return on your time.

There are several books of tactics on time management. Please read one each year and apply.

EXAMPLES

PRIORITY	TIME SPENT TODAY	ACTION
Presentation Prep	None	Book 2 Hours tomorrow
Project Alpha	35 Minutes	Book 1 hour each day for 5 days
Expenses	None	30 minutes each night b4 I leave office

TIME ACTIONS

1. Schedule time for key activities
2. Book a meeting room away from your office so people do not interrupt
3. Work in the cafeteria
4. Work at home part of a day
5. Close your door
6. Explain to those who interrupt you your need to focus on a priority now but you will call them back
7. Don't answer your phone, text or email while focusing on a priority.

Stuff That Works At Work

Chapter 22 Take Action: Action 2

Remove anything from your to-do list that has been on there for more than three months. If you have not done it by now, chances are it will not get done, nor is it that important.

ACTION.

Most of us have to do lists that we will never complete.

I personally never allow my list to be beyond 10 things.

First I list all that I have to do. It is usually far more than 10 things. I then prioritize the list and eliminate everything beyond 10.

I morn for 2 seconds those Items I have removed from the list.

Then I get busy on the list.

When complete I start over again.

The key is to have a prioritized list and to work the items on the list. Keep your process simple. Invest your time working items not just making and prioritizing the list.

EXAMPLES

Sue,

I have been trying to make time to design a new process for us to file form 97s.

I have been unable to find the time and so I am taking this item off my to do list.

I just wanted to let you know the existing process will have to suffice.

Joe

Boss,

Attached please find my prioritized to do list.

I have streamlined my work and dropped several items off the list.

These are the 10 items I will be investing time on this week.

Let me know of any desired changes

Joe

Stuff That Works At Work

Chapter 22 Take Action: Action 3

For one week, track every hour of where your time goes and what you worked on. At the end of the week, look over the data for an honest assessment of where you are spending your time.

ACTION.

This is a life changing activity.

Seeing where you spend your time in a week and truly thinking about it will change your thinking.

Protect your time. Invest time in strengthening your investments of time and your life will be much better.

You are in control. You are accountable. You can own your time and you can invest it to get what you need and want.

These tools will help you.

EXAMPLES

START	STOP	ACTIVITY	COMMENTS
8:00	9:00	Plan Day	Always interrupted
9:00	10:00	Update with Sue	Not as productive as desired need a better agenda
10:00	11:00	Expenses	Constantly interrupted. Going to book a meeting room next week
11:00	12:00	Presentation Prep	Booked a meeting room and got it done without interruption.

ACTIVITY	TIME INVESTED	COMMENTS	ACTIONS
Meetings	25 Hours	Most were not productive	Delegate IT updates to Sue. Reduce department meetings to 30 minutes
Expenses	4 Hours	Interruptions	Book Room
Presentation Prep	10 Hours	Interruptions	Book Room
Analytics	4 Hours	Not enough time	add time savings from booking room for expenses and Presentation prep time here

Stuff That Works At Work

Chapter 22 Take Action: Action 4

Invest time on Stuffthatworksbooks.com to discover more ways to add fun to daily office life.

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com.

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.