

# Secrets to Time Management

TIPS, TOOLS AND ADVICE FROM THE EXPERTS

90% OF EMPLOYEES WASTE AT LEAST

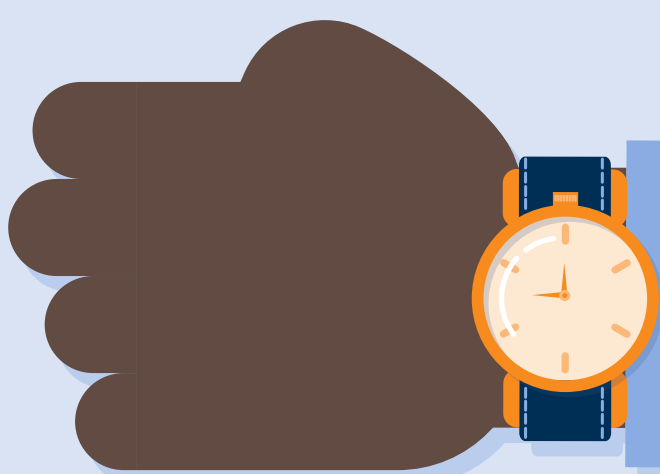


## A Half Hour

Every day employees waste at least 30 minutes (not including lunch or planned breaks). Make sure your employees are equipped with the knowledge to effectively manage their time.

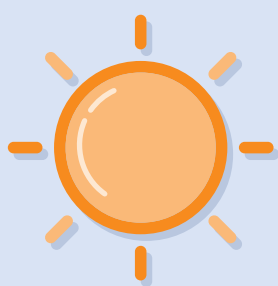
CREATE A DAILY LIST,  
ASSIGN A LETTER &  
CONSTANTLY UPDATE

- A Must be done first
- B Should be done
- C Nice to do
- D Delegate to others
- E Should not be done



## IF IT TAKES TWO MINUTES, DON'T WAIT

According to time management guru David Allen...  
If replying to or disposing of an email takes less than two minutes, always do so right away.



## BLOCK OUT TIME

Tackle important work when your energy is high (like in the morning). Choose a few days to go into the office early, when distractions are less likely.



## CAPTAIN YOUR OWN SHIP

Set goals each day for what needs to be accomplished.  
Refer back to these goals when you begin to veer off course.

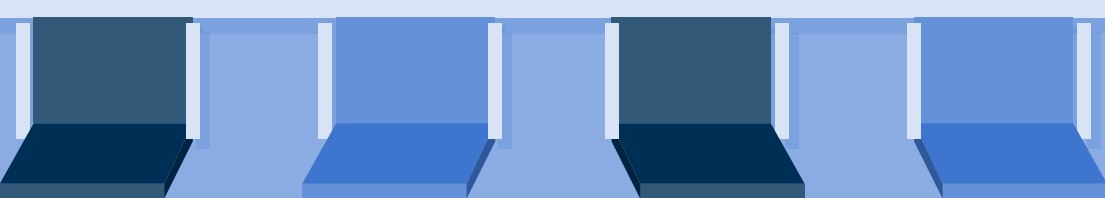
## LAW OF CONTROL

Be decisive about how time will be spent



## MAKE THE MOST OF MEETINGS

- 1 Schedule in the afternoon
- 2 Start and end on time
- 3 Have a clear agenda
- 4 Provide the agenda to all attendees
- 5 Defer side discussions to a follow-up meeting



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### SOURCES:

Adams, Susan. "Time Management Secrets Anyone Can Use." *Forbes*, Forbes Magazine, 1 June 2015 Document Type: Article | Myles, Tamara Schwambach Kano. *The Secret to Peak Productivity: A Simple Guide to Reaching Your Personal Best*. AMACOM, American Management Association, 2014. pp. 1–8. Document Type: Book Summary | Tracy, Brian. "Time Management (The Brian Tracy Success Library)." *Time Management (The Brian Tracy Success Library)*, Amacom, 2014, pp. 1–6. Document Type: Book Summary | Source: Channel 1 Creative Media: *Time Management*; Dec2015. Document Type: Video.