

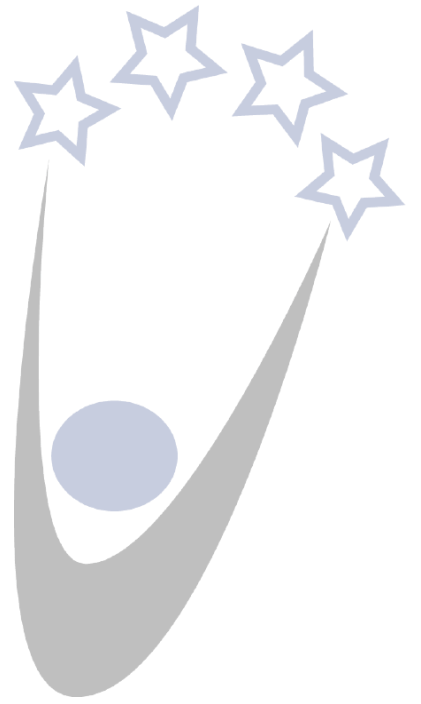
Vertex Management  
Development Program

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# Participant's Guide



SERVISTAR<sup>®</sup>  
CONSULTING



# Time Management

## Time Management

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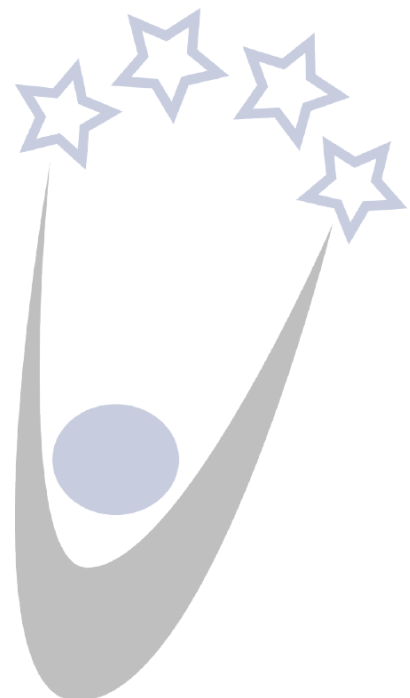
**Tough to balance for operational responsibility as well as managing performance.**

## Time

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### **We spend...**

- 7 years in bathroom.
  - 6 years eating.
  - 5 years waiting in-line.
  - 3 years in meetings.
  - 2 years playing telephone tag.
  - 8 months reading junk mail.
  - 6 months at red lights.
  - Interrupted 73 times per day.
- Efficiency Expert



## Time Management- Important Versus Urgent

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### 1. Organize

- “To do” lists, MS Outlook
- What “not to do” list

### 2. Prioritize

- Important vs. Urgent
- Touch it ONCE!!
  - Emails
  - Mail
  - Telephone Messages
- **Make a decision, finish it, or...**
  - Dump it, Delete it
  - Action File and put it on your calendar

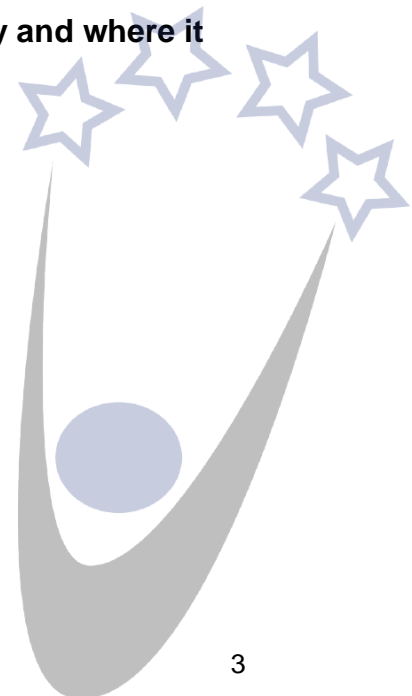
	<b>U</b>	<b>NU</b>
<b>I</b>	<b>Now Well</b>	<b>Take Time</b>
<b>NI</b>	<b>Quick Decision</b>	<b>Dump it</b>

## Time Management Group Activity

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In small groups, identify at least one issue or item you face weekly and where it might go on the grid.

	<b>U</b>	<b>NU</b>
<b>I</b>	<b>Now Well</b>	<b>Take Time</b>
<b>NI</b>	<b>Quick Decision</b>	<b>Dump it</b>



## Time Management Hacks

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- **Book one on ones in time-chunks.**
- **Re-prioritize throughout the day.**
- **Have a Morning Huddle.**
- **Keep meeting action-oriented.**
- **Practice gratitude.**
  - Writing down what you're thankful for increases happiness. Happiness increases productivity. So, practicing gratitude is one of the most underrated tools for increasing productivity.
- **Ensure clear communication the first time!**
  - Ensure that the hearer understood your message.
- **Use a Modified Open-Door Policy.**
  - "Let's schedule some time to discuss that."

