CREATE TIME FOR THE LIFE YOU WANT!

Arriving late August pre-order online at MemoryJogger.com

Time Management Memory Jogger

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Create Time for the Life You Want

The Time Vanagement Memory Jogger™ Create Time for the Life You Want

Peggy Duncan

First Edition | GOAL/QPC

How to Use This Book

The Time Management Memory Jogger* is designed for you to use as a convenient quick reference guide on the job. Put your finger on any improvement tool within seconds! This book uses visual cues, examples, design features, and clear, friendly language to help professionals improve their overall effectiveness.

To Find an Improvement Topic

Use the table of contents at the front of the book, or the icon for that particular improvement method at the beginning of every chapter (samples are shown below).



To Find the Start of Each Improvement Chapter

Look for the blue box at the bottom of the page near the page number.

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Introduction

You are about to learn how to spend less time working, while getting more done. That means you will have more free time than you ever thought possible. However, to make this a reality, you will have to work to bring about some changes.

Some of the suggestions in this book involve simple adjustments; others will require more thought and effort up front. Either way, unlike dieting or exercising, the results will be immediate!

Time management involves working on the right things (effectiveness) and doing them the best way (efficiency). This book offers a number of methods you can adopt to help you strike that balance:

- Track your time to see where it is going. With a clearer picture of how you are spending your time, you can pinpoint the areas that need improvement.
- Organize everything around you. Disorganization causes you to waste precious time. Once you clear the clutter, you'll be able to think more clearly, make better decisions, and create more effective plans.
- Set goals and create an action plan. If you don't know where you're going, how will you get there? You have to determine what is most important, set priorities, and then act on your decisions.
- Work through other time management challenges. Distractions are part of life. Make a plan to avoid

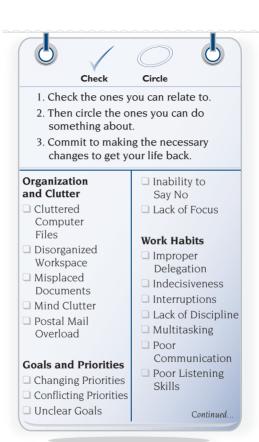
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- time bandits, such as information overload, interruptions, and procrastination.
- Examine processes and streamline how you work. Most of us are creatures of habit. Instead of always doing the work the way you always have, discover a better, faster way.
- Reduce time spent in meetings. Too much time is wasted in unproductive meetings. Pay attention to how your meetings are being conducted and make necessary changes.
- Delegate as much as you can. Do you really have to do everything yourself? Enlist the help of other people so you can spend sufficient time on your core activities
- Discover technology that can save you even more time. Invest time in learning new technologies that you can use every day. You will finish much faster and make fewer errors. See Improvement Eleven starting on page 155.

To get work done, you actually have to work. Not just be at work, talk about work, or complain about work—but work. And to create time for the life you want, you have to work smart.

Time Bandits

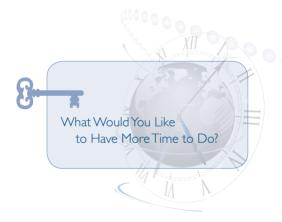
The biggest time management mistake people make is not realizing how much time they waste. Work through the following table and see how many opportunities there are for you to make changes. Keep these in mind as you read this book.



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You have your work cut out for you. You may even have to give up a couple of weekends to get it all done. But you'll get all that time back and more as you work to simplify and you'll enjoy your life more.

You have to take time to create time. Whatever you want to do more of, The Time Management Memory $logger^{\sim}$ will help you every step of the way.



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Improvement One:

Track Where Your Time Goes

Get a clearer picture of how you spend your time.

What is the benefit of tracking my time?

Tracking your time helps you become aware of your actions by visually demonstrating how your time is being spent.

What concepts must I understand to track my time?

You should spend three to four days tracking your time the same way you mind a budget by tracking your spending. If you spend \$5 here, \$12 there, and \$17.50 over there, those expenditures add up. The same thing happens with time.

By tracking your time, you will:

Realize patterns and trends in your daily workflow. You may find that you're spending forty-five minutes every morning getting coffee, chatting with co-workers, and reading the paper. What



Principles of Organizing

The principles of organizing can be applied to any project or situation, whether it is for your clothes closet, garage, or office.

- Purge on a regular basis, and keep only things you value, love, or need.
- Keep like items together (e.g., all writing instruments, all shipping supplies, etc.)
- Give everything a home and keep it there when you are not using it.
- Put everything near its point of use and make it convenient to get to it, even if you have to buy duplicates (e.g., scissors and tape on the desk and on the work table).
- Use the right product to store your item even if it is intended to be used for something else (e.g., clear shower caps to store cut melons in the refrigerator).





Improvement Six:Manage Interruptions

Keep distractions at bay so you can focus on what's most important.

What is the benefit of managing interruptions?

Reducing distractions—both internal (from yourself) and external (from others)—will help you take control of your time.

What concepts must I understand to manage interruptions?

After every interruption, it takes five to ten minutes to regroup. Some interruptions can't be avoided (for instance, say a co-worker becomes ill); some can be postponed (a ringing phone during a meeting); and some are the nature of the job (calls received by a help desk analyst on call). But for many others, you can make changes in your environment and work habits that will prevent workflow disruptions.

What actions must I take to effectively manage interruptions?

To keep interruptions to a minimum, you will have to change your workspace and your work habits.

Change Your Workspace

- Get organized. Clutter reduces people's confidence in you so they'll continue to interrupt you for updates. It also distracts you. Every time you sit down to work, something in a pile will catch your eye and your attention so you continue to interrupt yourself.
- Rearrange office furniture. Arrange your office so that you won't be tempted to make eye contact with every person who passes by. If you look up and your eyes lock, they'll visit. You should also reduce the number of chairs you have for visitors, and make sure the ones you do have aren't too comfortable.
- Reduce the lighting. Turn off your overhead light and use a desk lamp so it will look like you're not in your office.
- Remove toys and candy. If you have a game on display or a jar of candy, you're asking for a visit.
- Greate a "busy signal." Let your team know when you need to stay focused. You could close your door or hang a sign on your cubicle.