FOUNDATIONS OF LEADERSHIP
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Lesson 8
TIME-MANAGEMENT SKILLS

If you are going to have the highest success as a leader or manager, you must learn to manage your time. If you waste your time or are sloppy with your time, you will miss opportunities and waste resources.

- Everyone has the same amount of time: 365 days in one year, 7 days in one week, 168 hours in one week, 24 hours in one day.
- No one can say “I don’t have enough time.” We all have the same amount of time, but we choose what to do with that time.

QUESTION:
1. How many hours per day do you sleep?
2. How many hours per day do you work?
3. How many hours per day do you “play” with the computer, your smart phone or watch TV or something entertaining on the internet?

Many people waste their time because:
1. They don’t plan
2. They don’t organize their month, week and day
3. They don’t organize their work area
4. They don’t prioritize
5. They let other people rob their time

YOUR TIME IS YOUR LIFE! Don’t waste it.
WE MUST ORGANIZE OUR LIFE, ORGANIZE OUR DAY AND USE OUR TIME WISELY TO ACCOMPLISH OUR VISION.

- Work
- Relationships
- Plan and Study
- Rest
- Play

We must find a balance between all of these in our 168 hours per week.

*In our life there are many, many decisions we make every day. One decision will take us down one road and another decision will take us down another road. If we choose wrongly, at the least we may waste many days, weeks, months or years. We may waste our strength and financial resources. It’s important that we use our time wisely because how we use our time is like choosing to walk down one path and not another. We want to try to walk down the right path in our life.*

Our vision is our compass. What we see for our long-range future and short-range future will determine what we do every day with our time:

- Read
- Meet someone who will give us good advice
- Do something other people want us to do but it not a priority for nor leads us to our future destination
- Sleep, read, play

What will you do with your time every day? That’s why I say vision is the foundation of everything. If we don’t have a clear vision we wil waste our time, waste our resources and perhaps waste our life!

**FIFTEEN KEYS TO MANAGE YOUR TIME**

1. Create long-term Life Goals
2. Create Annual Goals
3. Choose what you will do and what you will not do daily based upon your Life Goals and Annual Goals
4. Plan for your work tomorrow, today. Don’t wait until tomorrow or don’t wait until you get up or get to the office to plan your day. It’s too late…your day has started already and you’re already wasting time! In the afternoon or evening write down or put in your phone a task list for tomorrow. When tomorrow arrives, do it! Don’t procrastinate and don’t let something else steal the time.

5. Discover what time of day you have more energy and adjust your work schedule according to your energy level. (Morning, afternoon, night)

6. Complete small tasks or tasks you don’t like, first. Be careful about procrastinating. Sometimes we have many small tasks. If they are easy and do not consume a lot of time or distract us, finish them first. They are gone, out of the way so you can focus on your priority tasks.

7. Review your work at the beginning of each day. Do not wait until you arrive at your workplace to plan your day – what would you will do. It’s better to review your work for the next day the night before (briefly, not in detail) and make your Task List, or at the very latest the morning before you go to work. When you arrive at your workplace you will waste time arranging your work area or chatting with colleagues or trying to figure out what to do. Plane you work ahead of time. You must control your circumstances as much as possible rather than allowing your circumstances control you. (Sometimes this is not possible, but the point is: Control your destiny – don’t let circumstances or other people control your destiny!)

8. Control circumstances and people who distract you.

9. Create a space of time for each task in your schedule.
10. Put big projects on your daily calendar / schedule and do a little each day.

**USE A CALENDAR OR PHONE APP TO SCHEDULE YOUR YEAR, MONTH AND DAY:**

- Color-coded to “Personal”, “Work”, “Pleasure/Entertainment or Other”

- Put in Big Events like holidays, seminars or events that you know will happen in the next year

- Put in your goals when you want to accomplish them: “1 April, read three books by now.” “Meet with my mentor every quarter or every month.”

- Put in the days what you will do: “Start reading Book 1”. “Meet my mentor.”

- Put in weekly activities: “Learn five new words this week – Monday, Tuesday, Wednesday, Thursday, Friday.”

- Put in daily activities the night before or in the morning.

You can use your phone calendar to remind you when an event is coming up or remind you to call or contact someone or do something. Put it in the day you want to do it and put a reminder to remind you that day, that hour or x number of days/hours before.

11. Put time in your weekly schedule to **think and plan**.

12. Use a calendar to schedule the activities of your life.

13. Make a “Task List” each week and priorities your tasks according to your Annual Goals.

14. Keep your work place neat and tidy.

15. Create a system to file documents.
This is a monthly calendar. As I know several months in advance big events that will affect me (including holidays) I put them into my calendar so I can prepare for them several weeks in advance if necessary or plan around them. I call these “Big Stones.” These are the Big Events that may affect my plans a lot (or they may not affect me, but I want them in my calendar so I know they’re coming up). After putting in the Big Stones, I build the “Little Stones” around them. (Smaller weekly or daily events)

TASK LIST AND PRIORITIES

- “A” Tasks = Essential to your long-term goals or your boss’ goals for you.
- “B” Tasks = Important. Should be done if at all possible but not as important as an “A” Task
- “C” Tasks = Not important. Do it if you have time, but if you don’t have time put it off until another day. (I’ve discovered that after making my Task List and categorizing them, many of the are “C” Tasks and I just push them off for another time.

After marking A, B or C, then you prioritize them – 1, 2, 3. If you have several “A” Tasks, which will you do 1st, 2nd and 3rd? Same for B and C Tasks.
Then you arrive at your workplace or start your day with a plan!

**KEEP YOUR WORK PLACE NEAT AND TIDY**

“A place for everything and everything in its place.”

You can do this even if you live in a small house or apartment with your family. You can find and claim your small space.

**CREATE A SYSTEM TO ORGANIZE YOUR DOCUMENTS**

**HOW DO YOU ORGANIZE YOUR FILES (COMPUTER, PHONE AND PAPER FILES) IN AN ORDERLY WAY, ACCORDING TO SUBJECT?**

This is a big problem! You want to organize your files so you can find them again to use them again (so you don’t have to prepare all over again!). You also want to file your files so others can find them (when you change jobs you want the person who works your job after you and your boss, to be able to find the work files they need from you.)
QUESTIONS:

1. Look at the 15 Keys to Managing Your Time. Rate yourself 0 – 5, with 0 = Not good at all and 5 = Very good. How do you rate on each of the time-management principles?
2. What can you do this week to start managing your time better?
3. Remember – the first step is vision. If you do not have a vision and goals, how can you know what is important and what is not important?
4. What are five goals you have for this year?