



15 SECRETS ON TIME MANAGEMENT

Published 05/07/18



Goals for Today

- › Discuss how top achievers use their time as an asset
- › Discuss how to shed distractions so you can focus your energy on your personal priorities & goals
- › Discuss how rest & recreation can help you succeed

TIME IS YOUR MOST VALUABLE & SCARCEST RESOURCE

SECRET #1

1440

“Got a Minute?”

- › The single most important thing when it comes to time & productivity isn't a tactic or a trick, it's a shift in mindset
- › Time is one of your most important assets
- › Highly successful people think about time differently—they feel the passage of time
- › How would your life change if you made the most of your 1440 minutes?

IDENTIFY YOUR MOST
IMPORTANT TASK & WORK ON IT
EACH DAY BEFORE DOING
ANYTHING ELSE

SECRET #2

Power of Proper Priorities

- › Identify your most important task (MIT)
- › “In addition to increased productivity, having a daily MIT correlates to higher levels of happiness & energy”
- › Your MIT doesn’t necessarily have to be work-related

Power of Proper Priorities

- › The first two hours of the day are your most productive hours—spend those hours on your MIT
- › We often spend these hours on our least important tasks, trying to get a few items off of our “To-Do” list
 - Email
 - Social media

WORK FROM YOUR CALENDAR, NOT A TO-DO LIST

SECRET #3

Nagging Wish Lists?

- › Research tells us that 41% of all to-do list items are never completed
- › Problems with to-do lists
 - Tasks are not distinguished between items that take a few minutes & items that take a few hours
 - Make it easy to work on urgent instead of important
 - They cause unnecessary stress

Live Life from Your Calendar

- › Highly successful people don't have to-do lists, but they do keep a well-kept calendar
- › Ideas on living from your calendar
 - Schedule chunks of time for everything important
 - Schedule important tasks early in the day
 - Don't cancel goals, just reschedule them
 - Treat your time-blocked calendar entries with importance
 - Schedule time buffers

PROCRASTINATION CAN BE
OVERCOME WHEN YOU FIGURE OUT
HOW TO BEAT YOUR FUTURE SELF

SECRET #4

Procrastination Isn't About Laziness

- › Procrastination is the habit of putting off important, less pleasurable tasks by doing easier, more pleasurable tasks
- › Procrastination busters
 - Do now what you promise you'll do later
 - For motivation, imagine your results
 - Share the burden
 - Grab the carrot; avoid the stick
 - Behave like the person you hope to become
 - Embrace the imperfect

ACCEPT THE FACT THAT THERE WILL
ALWAYS BE MORE TO DO & MORE
THAT CAN BE DONE

SECRET #5

There Will Always Be More to Do

- › Don't try to be everything to everyone
- › Stick to your priorities—make time for the most important things in your life
- › Know when enough is enough

ALWAYS CARRY A NOTEBOOK

SECRET #6

Write It Down

- › If you don't write it down, you often will forget it
- › Note people you meet, interesting things you hear, log all phone calls, etc.
- › Go back through your pages periodically to remind yourself of key items
- › Write down ideas or key quotes you hear

EMAIL IS A GREAT WAY FOR OTHER
PEOPLE TO PUT THEIR PRIORITIES
INTO YOUR LIFE;
CONTROL YOUR INBOX

SECRET #7

7 Steps to Mastering Your Email

1. Unsubscribe from email newsletters
2. Turn off all email notifications
3. Only process email three times a day, using the 321 zero system
4. Immediately apply the 4 D's (do it, delegate it, defer it or delete it)
5. Think twice before you forward, copy or replay all
6. Use the subject line to indicate the action required
7. Keep emails short—really short

**SCHEDULE & ATTEND MEETINGS AS
A LAST RESORT, WHEN ALL OTHER
FORMS OF COMMUNICATION
WON'T WORK**

SECRET #8

Why Meetings Should Be the Last Resort

- › Meetings start late
- › The wrong people are in the meeting
- › Meetings break up the day in illogical ways
- › The wrong people dominate meetings

Meetings the Right Way

- › Meetings should have time limits
- › Consider standing meetings
- › Avoid use of your smartphone during a meeting
- › Consider daily huddles instead of meetings

**SAY NO TO EVERYTHING THAT
DOESN'T SUPPORT YOUR
IMMEDIATE GOALS**

SECRET #9

The Power of No

- › We have endless demands on our time—sometimes we need to say no
- › Every yes is a no to something else
- › This can be tricky at times, but there are only so many hours in the day & only so many resources to go around

FOLLOW THE
“POWERFUL PARETO PRINCIPLE”

SECRET #10

80/20 Rule

- › 20% of your effort accounts for 80% of your results
- › Apply this economic principle to identify the most efficient ways to deploy your exceptional skills or to complete important tasks
- › Use this principle to identify the 20% of your activities that will provide 80% of the reward for your efforts

FOCUS YOUR TIME ONLY ON THINGS
THAT USE YOUR UNIQUE
STRENGTHS & PASSIONS

SECRET #11

Delegate, Delegate, Delegate

- › Imagine that we had more than enough resources
- › What tasks could you delegate to the next level down?
- › What tasks do you complete that could be performed by a lower-level employee?
- › Is lack of resources an excuse you use to hoard work?
- › What could you delegate in your personal life?

BATCH YOUR WORK WITH RECURRING THEMES FOR DIFFERENT DAYS OF THE WEEK

SECRET #12

IF A TASK CAN BE COMPLETED IN
LESS THAN 5 MINUTES,
DO IT IMMEDIATELY

SECRET #13

Touch It Once

- › Complete small tasks now to avoid it taking more time than necessary
- › Touch it once & calendar it if necessary
- › Touch it once to declutter your life

INVEST THE FIRST 60 MINUTES OF
EACH DAY TO “STRENGTHEN YOUR
MIND, BODY, & SPIRIT”

SECRET #14

Change Your Morning, Change Your Life

- › A good start changes your entire day
- › Most of the successful people interviewed for this book had times of exercise, meditation, healthy eating, etc. every morning
- › In order to be truly successful, you need to take care of yourself

PRODUCTIVITY IS ABOUT ENERGY & FOCUS, NOT TIME

SECRET #15

Chronic Brain Fatigue

- › Maintain maximum energy levels—working in short spurts aids productivity
- › Frequent breaks for water, nutritious snacks & light exercise rejuvenate the mind & encourage greater productivity
- › Work smarter, not harder
- › Successful people build the energy & focus to make each minute count

APPLICATION IS KEY

Questions?

Thank You!

bkd.com | [@bkdgov](https://twitter.com/bkdgov)

The information contained in these slides is presented by professionals for your information only and is not to be considered as legal advice. Applying specific information to your situation requires careful consideration of facts & circumstances. Consult your BKD advisor or legal counsel before acting on any matters covered.

BKD
CPAs & Advisors



BKD, LLP is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.



The information contained in these slides is presented by professionals for your information only & is not to be considered as legal advice. Applying specific information to your situation requires careful consideration of facts & circumstances. Consult your BKD advisor or legal counsel before acting on any matters covered.

Everyone needs a trusted advisor.
Who's yours?

BKD