

THE RESOURCEFULMANAGER'S

TIME MANAGEMENT

– Checklist –

Time management really isn't about managing your time. It's about managing your priorities.

While it's noble to do all the things you do more efficiently, that doesn't mean you're spending more time on the things that are truly important.

Remember the Pareto Principle or the 80-20 rule. Simply put, 20% of your activities account for 80% of your output/rewards. Think about it: If only 20% of your efforts are yielding the important results, why are you wasting so much time on the other 80%?

The handy 11-point checklist on the next page will help you prioritize and organize your time so you're accomplishing the things that are really important to you.

Time Management Priority Checklist

- 1. Decide what's important.**
Make a list of what's important – and write it down. Include what's important to you and also what's important to the job.
- 2. Prioritize.**
Rank the list by what's really important, and what you want to accomplish. This is NOT a to-do list. Also, if you end up with a list of 20, more than likely the bottom 10-15 items really aren't that important.
- 3. Allocate your time based on your priority list.**
If your goal is to work a 40-hour week, then allocate how many hours you want to dedicate to your most important priorities. If you allocate four hours each to your top five priorities, that's 50% spent on what's most important (not the 20% you giving them now).
- 4. Then allocate time for routine stuff.**
Yes, there are some routine, necessary things that must be done (reading emails, eating lunch, personnel reviews, the boss's retirement party, etc.).
- 5. Schedule your priorities.**
Treat them as appointments. Use a calendar and schedule all your time on that calendar. (It can be a Google or Microsoft Office calendar -- even an old-fashioned wall calendar). If you're going to spend 20 hours on your priorities, then put them on the calendar for specific times – and stick to it.
- 6. Do your planning at the same time.**
Don't leave planning to chance or when you have a free moment. Put that planning time on your schedule, whether you do it daily or once a week.



7. Do the important stuff first.

Avoid the syndrome of taking care of the routine stuff first thing in the morning. Schedule your top priorities for when you are the freshest, which most likely the first few hours of the day.



8. Make a 'to-don't' list.

Write down any habits or activities that waste time in your day, and make an effort to avoid them.



9. Don't be a perfectionist.

Perfectionism is a huge time-waster. Nothing can be done perfectly, so it's crucial to know when something is "good enough." Then you can stop – and move on.



10. Set deadlines even when it isn't necessary.

This forces you to get the work done while it's fresh in your mind – and will ward off procrastination.



11. Stick to the schedule.

Of course, there will always be emergencies and exceptions, but the fewer changes you make, the more you will accomplish.

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