



MY DOZEN WAYS TO CREATE MORE TIME

1 PLAN AHEAD

Decide what to do in advance. Draft a proposal or an intended course of action. Think carefully about a series of actions you need to take in order to make progress toward your goals to achieve your desired outcomes

3 WRITE DOWN YOUR GOALS

The physical act of writing down a goal makes it more real and tangible. This process keeps goals front and center causing you to focus on them. You'll have no excuse for forgetting about them. Start each goal with an action words like "Implement" or "Develop".

5 GET ORGANIZED

As much as 1/3 of working time is spent looking for stuff. Searching around for lost files, documents, or information is a real nuisance and waste of time. Few activities are as frustrating as taking valuable time to find misplaced materials because no thought was given to an organized system. Take time up front to create a system and process that keeps you organized.

7 MANAGE EMAIL

Read email two or three times a day - that's it. When you read them, take one of three actions. First, RESPOND right away and close out the email. Second, DELEGATE if possible, or third, DELETE because no action is required. Only touch an email once, not over and over again and don't stop what you're doing every time you hear a ping. It breaks concentration.

9 CREATE LIBRARY HOURS

Create "library hours". Close your door and put a "don't disturb" sign up for 30-60 minutes a day and use that time to work on priorities. This one step protects you from many office distractions that don't need your attention right now. Do this every day and you'll save about 3 or 4 hours a week. Use this time to focus on your goals and priorities.

11 TAKE 20 FOR YOU

Schedule a break for lunch every day. Grab a coffee and read your favorite magazine (I love Coastal Living or Vogue magazine to relax for a moment). Close your eyes and meditate for 5 minutes. Close your office door and stretch. Go for a walk. Call home and say hi. Don't feel guilty, relax each day.

2 GET PROACTIVE

Think ahead and anticipate what could happen in advance. Hustle and problem solve; be solution focused. Make things happen instead of waiting for them to happen to you. Be prepared beforehand or ready for it when it happens.

4 PRIORITIZE

Determine the order for dealing with tasks according to their relative importance. Emphasize the most important things to be done first. Don't neglect the serious matters. There's only so much time in the day and your priorities need to be at the top of your list.

6 DELEGATE

Entrust a task or responsibility to another person. Commit or transfer powers or function to someone capable when possible. When you've built a team you trust, give them responsibilities. Be sure you give clear direction and authority then, step aside but be there for questions. You don't have to do all the work yourself.

8 SAVVY MOBILE LEADER

Make calls from your car (consider safety) or as you walk to work. Take care of email at the airport or on planes or trains or while waiting in line. Send a thank you email. Read reports while waiting for meetings to start. Get a portable battery charger for your car or purse at [My Portable Charger](#) Update your APPs as you head off to bed so they load up while you sleep and are ready in the morning. Use Siri. She's really good at taking notes, scheduling a quick meeting or calling a contact.

10 MANAGE MEETINGS

There are too many meetings! Ask that no more than one person attend the same meeting. Let the right person go to the meeting, takes notes and share them with the team. When I implemented this action, my staff suddenly had way less meetings - and more time to take care of customer priorities. Sometimes, less is more!

12 JUST SAY NO

Constantly agreeing to do things you don't want to do, or simply don't have time for, can leave you feeling frustrated and resentful. It can create more stress and even lead to burnout. Anticipate these kinds of requests and be ready with a polite but firm refusal.