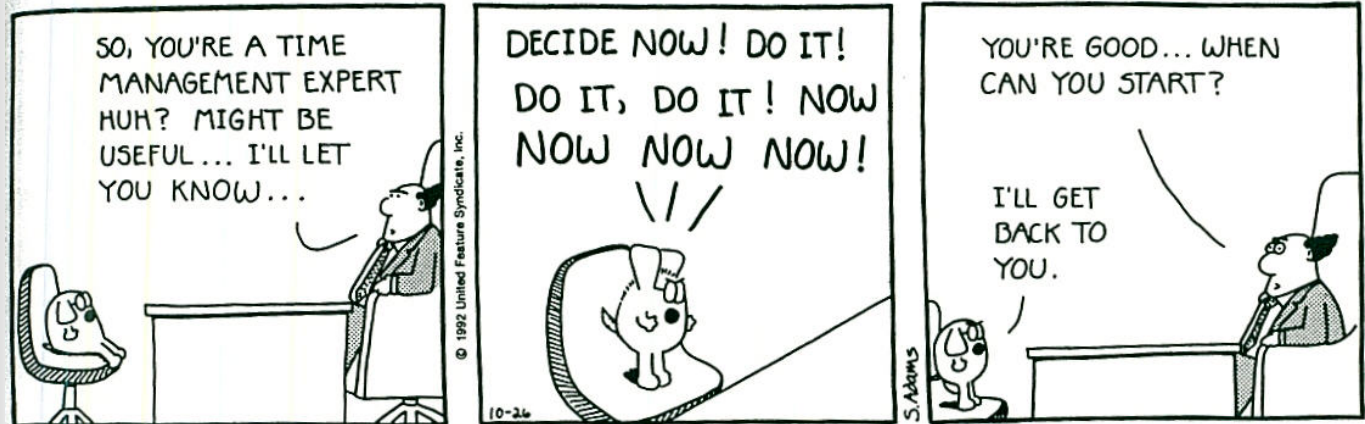




Stop Wasting & Start Managing Your Time

Michel Hudson, CFRE
APRA International
Conference
August 14, 2003

Time Management





Agenda

- Time Management Overview
- Self-Assessment
- Planning & Prioritizing
- Delegation
- Time Wasters
- Time Management Tips
- Q&A

Lists According to Geech





Time Management Overview

- Always Look Ahead
 - List Goals & Ways to Accomplish
- Establish Priorities
 - Urgent vs. Important
- Don't Do Everything Yourself
 - Delegate & Rely on Others
- Use Only Techniques That Help
 - Technology or Trap?

Control



Self Assessment

- What's Your Style?
- Productivity Timeline
 - Day, Week, Month, Year
- Activity Logs & Over Analysis
- Eight Phases of Procrastination
- Lone Ranger Syndrome
- Perfectionism



Dealing With Stress





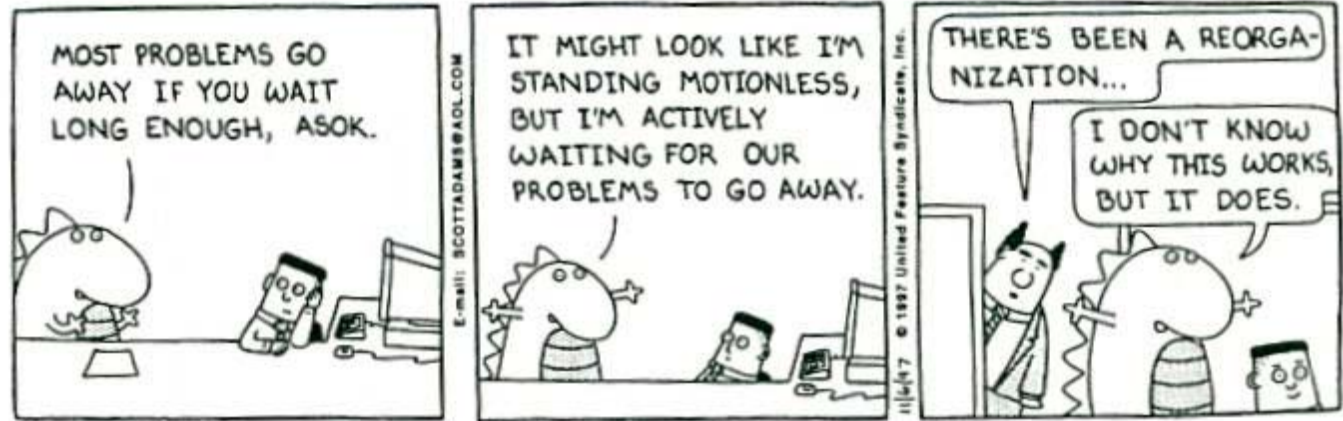
Planning Makes Two Contributions to Your Life



Planning & Prioritizing

- **Setting Goals**
 - Long Term and Short Term
- **Determining Priorities**
 - Critical Tasks
 - Urgent vs. Important
- **Planning Tools**
 - Action Plans vs. To Do Lists
 - Over Planning

Not Planning





Delegation - Methods

- Define the Task as a Goal
- Select the Right Person/Group
- Explain the Goal - Standards, Measurements, Limitations, Resources, Deadlines and Methods
- Agree on Authority & Responsibility
- Establish Checkpoints
- Follow-up and Thank

Delegation - Problems

- Fail to Agree
- Lack of Training
- You Like the Job
- Delegate Only Meaningless Chores
- Delegate Only Unfamiliar Tasks
- Misunderstood Organizational Objectives
- Too Close Supervision
- Overqualified Person
- Rush Delegation
- The Come-back Kid
- Can't Delegate



Delegation - Fears

- Takes More Time
- I'll Look Bad
- My Boss Won't Understand
- I'll Lose Touch with the Job
- Comfortable Job
- I'll Have More Time



Extra Time

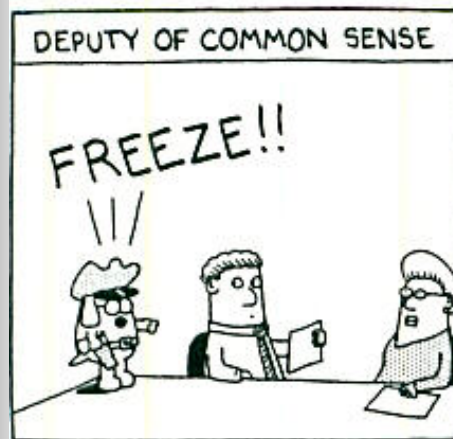


Time Wasters

- Poor Planning
- Disorganization
- Interruptions
- Crisis Mode
- Indecision



Meetings



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Time Management Tips

- Meetings
- Travel and Downtime
- Telephones
- E-Mail and Snail-Mail
- Visitors
- Paperwork
- Technology

There must be an
easier way to
keep up with it all.



Conclusions

- Recognize Time as a Resource
- Eliminate Time Wasters
- Set Priorities
- Learn to Delegate





Q&A

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