

# Time & why its management is so crucial to success!

It is becoming more and more widely recognised just how important our time is to us. Does this motivate us any more though in making the most effective use of not only ours but also that of the people we encounter in business? Our staff, suppliers & ultimately clients!

When Jim Rohn talks of the average man being here on earth for approximately 4000 weeks, this can either serve as a huge focus or a scary realisation! Think not of 10 more years but 10 more summers! Not a particularly cheery thought but nevertheless true!

So just how can we make best use of our time? First of all let us have clarity on what we need to achieve, what is important & all the distractions available!



## TOP 10 TIPS

1. Be absolutely clear on what you want to achieve – every early evening set out not only your plans for the next day but also take the opportunity to review the day just gone. Think – done well, could improve, still to be done.
2. Modern technology is the biggest time thief – stop using it! You can get apps which actually block certain sites to be used during certain times of the day! Restrict yourself to a limited time & be disciplined!
3. E-mail – write an automated responder to let enquiries know you have received their mail but can only deal with it on two occasions per day. Be resolute! There is nothing that cannot wait a couple of hours OR tell them to call you on your mobile if of an URGENT nature.

4. Use a default diary – block off the times that you know you need to do certain activities! Don't allow yourself to be detracted from those crucial tasks.
5. Learn to switch off! As Jim Rohn suggested ' don't be on the beach with your head when you you are in the office or in the office when you are on the beach'! Focus, concentrate get stuff done!
6. Eat That Frog! Those who know Brian Tracy will be familiar with this concept. In the morning, when you have your list of tasks make sure that you do the worst task first of all! This way the rest of the day can only get better!
7. Prioritise! You don't have to achieve everything in a day and end up achieving nothing! Write a long list of priorities – separate them into categories and go about tackling them in the most sensible fashion.
8. Understand your body clock! 90 minutes a day can be the most powerful period of your day – in fact the Pareto Law describes how very often you can get 80% of your best work done in 20% of your time. Make sure your family, staff know your time and get stuff done!
9. Circle every task ad when complete put a big tick through it! A tiny matter which gives great satisfaction & motivates your brain to focus on the next task.
10. Finally the Pomodoro principle! The pomodoro principle talks of each task lasting no longer than 25 minutes as the brain often gets distracted too easily after this period of time. So focus get stuff done & move on!



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