

Fast Track Time Management

Are you getting enough of the **right** things done each day, week and month? Do you feel like there is not enough time for it all? I've heard it said, "You've got 24 hours in your billfold, how're you going to spend them?" The issue is not time; the **real** issue is what we choose to do with it (or let others choose) – spend it, waste it, or invest it and to what degree?

Here is a fast track approach to better time/priority management – getting more of the right things done:

First, identify all the **important** things you should be doing – things that, if done as planned, consistently and effectively would have the greatest impact on meeting your goals and objectives. These may include sales activity (calls, emails, and letters), meetings, administrative tasks, exercise, personal and professional development, email, projects, planning.

Next, identify which of these action items can be **fixed** and which must be **floating**. Fixed action items are things that should or could happen on a recurring, fixed cycle – either set by you or by someone else; while floating action items are important things that should be done on a recurring basis, but have no fixed time slot that will consistently work.

Both **fixed** and **floating** items are **important**, and may be either green light activities (directly leads you closer to your stated goals) or yellow light activities (supportive role/maintenance, but necessary). The difference is whether or not you can fix them into a circular schedule or if you have to first plan and then plug them in each week.

Use your planning time to check that all fixed items are still intact, and to actively plug the floating items in place for the coming week. Once completed, you will have your next week's schedule deliberately and thoughtfully planned out – properly assigning important items into a schedule. Planning time is the quarterback of your schedule – directing your weekly plan of OFFENSE. **Honor it and you'll be back in charge!**