

SUPER AGENTS LIVE

MEET YOUR MENTOR

Time Blocking



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The six steps to Time Management

1. Touch it Once

The concept of “touch it once” is simple. Don’t start something you can’t finish. That means don’t open an email or start a project unless you plan on finishing it. In larger projects plan what your intent is to finish and get to that point. This will keep you from starting something, getting interrupted and then having to refocus and start over again. This could lose as much as 25% of efficiency. This change company wide could dramatically change your business and is the first step in time management.

2. Make lists.

The key to keeping productive is keeping your list to no more than 6 important items to be completed that MUST be completed that day. Long lists ensure that you will not complete your list so there is no point to it. You can keep a side list of other things that need to get done, but only put six on your main list.

3. Plan how much time you will allocate to each task

You must determine the amount of time realistically you will dedicate to each task before you will put it in your schedule. If an item is too big to complete assign a given amount of time to spend on it and pick up on it another day. A good guide is your six most important should take about six hours

4. Plan your day

This is a bulletproof plan for how your day must look and you must stick to it the best you can. (Understand that you will have situations that interfere, but it is critical that you get back on task) Be sure to plan enough “in-between time” to return calls, have time to talk to your staff about issues, and answering emails. Build in buffers in-between tasks.

5. Prioritize

Put your most time consuming ugliest frogs first. You don’t want to wait until the end of the day to do these tasks. Remember the 80/20 rule. Make sure most of your day is spent on proactive activities not reactive activities. If you have many reactive activities then try to group them together.

6. Ask yourself, “Will it hurt me to throw this away?”

Don’t keep a bunch of junk around that you don’t need. Studies show that 80 percent of all filed or stored information is never referred to again. So why hold on to it?