

# Profitable Time Management Strategies



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**Fifteen Strategies Business Owners Can Use to  
Stop Wasting Time and Get More Done**

**Course eBook**

**Chain Reactions Marketing®**

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## Introduction

Hey there... it's John Weisenberger, founder of ChainReactionsMarketing.com and creator of the Chain Reactions Marketing® System entrepreneurs and established business owners use to transform their ordinary and average businesses into preeminent market leaders that make more money.

I want to welcome you to the Profitable Time Management Strategies course eBook where you're going to learn how to identify the biggest time bandits that steal hours of your precious time everyday so you can learn how to avoid them and get more done.

Using this eBook and its accompanying video and worksheets, I'm going to show you 15 proven Time Management strategies and practices that if implemented and followed daily, weekly and yearly... by you and any employees you may have... will drive new levels of productivity unlike anything you're currently experiencing in your life and your business.

**And that means you'll have more time to do the things that can lead to more money, more time with your family... or more time for anything else you've been wanting to do.**

So with that all said... Let me begin by asking you a question.

Why did you get into business for yourself?

Was it to be your own boss, choose your own hours... spend more time with the family... spend more time doing what you love... chances are you answered yes to all these questions, right?

I'm also guessing that these days you find yourself wondering where the time went... why you spend 12 hours at work and barely make a dent in your to-do list. Why you never have your weekends free any more. Sound familiar?

If it does then this course will change how you look at the use of your time and give you a whole new perspective on the way you and your employees use your most valuable resource.

So lets' dive in.

## Part I

It's somewhat surprising how most business owners carefully manage their business resources and pay attentions to their performance. For example, marketing plans and budgets are created and tracked, employees are hired and fired, suppliers are graded, etc. etc.

**But what most business owners don't realize is that their own time (and the time of all their employees) requires the same attention and diligent management as much as cash flow.**

For example, various time management studies have put actual business productivity at anywhere between 25 minutes and 4 hours per day which means some businesses could be wasting as much as 50% of their available time. No matter which number you believe describes your business, there's still a lot of room for improvement.

What you always need to remember is.... **time will never management itself. The decision to make a proactive effort to manage your time must come from you.** Fortunately, once you've committed to taking ownership for your own time management there's a variety of strategies and tools available to help you manage it.

Before we review those strategies, let's look at where most time gets wasted.

What I like to call the Five Time Bandits.

## Top 5 Time Bandits

**Chances are if you're like most people you have no idea where your time goes.** You're likely frustrated by the fact that you can spend 10, 12 or even 14 hours per day working and not make a dent in your to-do list.

Even worse, when we're too busy and overloaded with work, we often switch into reactive mode. We can't make it to the bottom of the to-do pile and end up handling issues and making decisions at the very last minute.

One of the great benefits of choosing to become proactive with your time management is that you can become proactive in all the other areas of your business too.

For example, when you're proactive in your time management, you'll have more time to take steps to grow your business through other activities such as networking, building new products, establishing systems, etc., etc.

**Before we investigate where your personal time goes, let's take a look at the top five culprits of modern-day time theft.**

### Time Bandit #1: Your Email.

How many times per day do you check your email? Is outlook or gmail constantly running on your computer desktop. Is your phone constantly pinging you that new mail has arrived?

Email, internal, external, personal and business... it clogs up your day like no other communications channel. And for many of us it's entirely possible to spend our whole day reading and responding to emails without even glancing at our current to-do list.

The number of emails sent and received each day by the average person is now in the hundreds per day. Multiply that by an average of 2 minutes per message and you could be spending multiple hours on email alone in a single day.

### Time Bandit #2: Your Cell Phone.

There's no denying that Cell phones have created convenience, security and the luxury of working from just about anywhere. But the original Blackberry wasn't called the crack berry for nothing.

Cell phones have created a society that expects to be able to reach you on the phone at any moment. Or at least receive an instant response to their texts and as a result Your cell phone not only robs you of your time during the day, but also during the evenings and on weekends when you're not at work. Right?

### Time Bandit #3: Your Open Door Policy

If you have employees and you make it easy for your staff and associates to interrupt you, they will. Too often open-door policies are encouraged to create clear communications channels but instead they create a clog of employees who wind up at your door seeking immediate answers to non-urgent issues. And if you're a solo-preneur working at home, even children and spouses can be a constant source of interruption if you don't establish clear guidelines on when you can be interrupted.

We'll talk more about how to handle these situations later but for right now we're just capturing all the sources of time theft.

### Time Bandit #4: Meetings.

How many times have you been to a meeting that was scheduled to be an hour and it ended up lasting three?

How often do you attend unnecessary meetings or meeting that ran off topic?

Meetings can be a huge source of wasted time... valuable time... your time.

And as senior management or someone in an ownership position, your day may consist of back-to-back meetings leaving only your evening hours to completes the tasks that should have been done during the day.

### Time Bandit #5: Ourselves.

Lastly, the worst time theft bandit of them all is often ourselves!!!

Everyone has daily habits that sabotage their ability to work productively and efficiently. In fact, many entrepreneurs and business owners can't seem to separate business hours from leisure hours.

For example, some get caught up in a time warp while surfing the net. While others (mainly overachievers) become paralyzed by perfectionism or procrastination.

Why is that?

Mainly it's because many people just don't have the tools or knowledge about how to schedule or structure their time in a way that fits with what their working style is. We'll talk more about that later was well.



## Exercise

Let me ask you this. Where does your time go? Do you know? That's what you need to find out before you can take actions to reclaim control of the Five Time Bandits.

So let's quickly review what we've covered so far.

We've established that time is a resource that should be managed as carefully as you would manage your cash.

We looked at the top 5 culprits of time theft.

Our next step is to take a good and honest look at how you spend your time each day.

Once you understand your daily patterns and habits you can begin to implement the strategies from this training that will make you a better time manager.

Here's what I want you to do next:

### Step #1: Daily Time Audit

Use the Daily Time Tracker Worksheet you downloaded and printed, record how you spend your time for three **working** days in a row. Doesn't matter which days, just three consecutive working days.

Be honest and be specific. Include your time spent in transit between appointments, to and from the office, getting groceries, taking kids to soccer practice, etc., etc.

Write down all your time surfing the web... interacting with clients and colleagues... as well as how your time is spent at home in the evening. The more information you can record the easier it will be to analyze your time management skills in the next step.

PROFITABLE TIME MANAGEMENT STRATEGIES

Daily Time Tracker Worksheet

Date: \_\_\_\_\_

Time Period	Activities	Do More?   Do Less?
6:00 - 6:30		
6:30 - 7:00		
7:00 - 7:30		
7:30 - 8:00		
8:00 - 8:30		
8:30 - 9:00		
9:00 - 9:30		
9:30 - 10:00		
10:00 - 10:30		
10:30 - 11:00		
11:00 - 11:30		
11:30 - 12:00		
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3:00 - 3:30		
3:30 - 4:00		
4:00 - 4:30		
4:30 - 5:00		
5:00 - 5:30		
5:30 - 6:00		
6:00 - 6:30		
6:30 - 7:00		
7:00 - 7:30		
7:30 - 8:00		
Rest of Evening		

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## Step #2: Time Categorization

After you've recorded your time for three consecutive days in Step #1, sit down with all three daily time sheets in front of you and identify the following 15 types of items on each sheet using their identification numbers so you can group them and tally them up in the Step #3.

1. Time in public transportation or travel
2. Eating including food preparation.
3. Personal errands
4. Exercise
5. Watching TV
6. Sleeping including naps
7. Using the computer (for personal use only)
8. Being with family/friends
9. Emailing including checking, reading and returning messages
10. Talking on the phone including checking and returning messages
11. Internal meetings
12. External meetings
13. Administrative work
14. Client work
15. Non-client non-administrative work

## Time Categorization Worksheet

Time/Date Period: \_\_\_\_\_

Activity	Total Hours Over 3 Days
Time in car, public transportation or other travel	
Eating - including food preparation time	
Personal errands	
Exercise	
Watching TV	
Sleeping including naps	
Using the computer (for personal use only)	
Being with family/friends	
Emailing including checking, reading and returning messages	
Talking on the phone including checking and returning messages	
Internal meetings	
External meetings	
Administrative work	
Client work	
Non-client, non-administrative work	

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Step #3: Time Analysis

**Time Analysis Worksheet**

**Instructions:** Using your completed Time Categorization Worksheet and then based on your observations of where you've spent too much or not enough of your time... answer the following questions.

Time Analysis Review Questions	Your Answer
#1. What patters do you notice about how you spend your time during the day?	
#2. Write down the four highest priorities in you life right now (transfer from the Dream Makers Exercise) Does your time sheet reflect these priorities?	#1.
	#2.
	#3.
	#4.
#3. If you have more time... what will you do with it?	
#4. If you had less time, what wouldn't you do?	
#5. Could you remove the items in question four and add the items in question three?, Why or why not?	
#6. Is procrastination a problem for you? How Much?	

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Now that you've identified and group all the areas where you've been spending your time.... what I want you to do next is to go through the sheets you've prepared one more time and identify if you've spent enough, too much or too little time on each main task.

Then based on your observations... answer the following questions...

#1: What patters do you notice about how you spend your time during the day?

For example, when are you most productive? Least productive... most or least interrupted...

#2: Write down the four highest priorities in your life right now. Does your time sheet reflect these priorities?

#3: If you have more time... what will you do with it?

#4: If you had less time, what wouldn't you do?

#5: Could you remove the items in question # 4 and add the items in question three? Why or why not?

#6: and lastly.... Is procrastination a problem for you? How much of a problem?

Finish this three-step exercise and seriously think about how you've been spending your time... then when you're ready, go to Part II of this eBook training.

## Part II

Now that you've completed the exercise assignments from Part I, you should have a solid understanding of how you're currently spending (and wasting) your time.

With that knowledge, you can now determine the best strategies to use to correct any unproductive behaviors you may have.

In Part II of this eBook, you'll learn 15 strategies you can use to sharpen your time management skills so you can thwart the Time Bandits.

### Time Management Strategy #1: Setting Clear Priorities

Now this isn't so much a strategy as it's just the #1 basic, fundamental, principle of time management.

Once you accept that you can't do everything, you need to decide what needs to be completed now, what can be completed later, and what someone else can complete for you.

In the book "the ONE Thing", author Gary Keller has identified that behind every successful person is their ONE Thing. No matter how success is measured, personal or professional, only the ability to dismiss distractions and concentrate on your highest priority "ONE Thing" stands between you and your goals.

When setting priorities each to-do list you create should be put through a ONE Thing filter and then reorganized so your ONE Thing priority item is always on the top of your list and the lower priority items are less visible or on the bottom.

Once you've established your "ONE Thing" priorities... (which will also naturally reflect the priorities and goals of your business) stick to them! Just because someone else feels something is of higher priority doesn't mean it holds the same status next to your other tasks.

The ONE Thing Prioritization method is also helpful in managing your personal life and leisure time as well. Spare time is precious and Keller makes a point of saying that planning for your time away from work is one of the first priorities you should do every year.

So when it comes to setting clear priorities, I highly recommend this book for you and anyone in your businesses (or personal life) that needs help setting clear priorities.

## Time Management Strategy #2: Use Your skills – Delegate Your Weaknesses

As a business owner, your day naturally consists of tasks you dislike doing. Some are essential (like signing checks, reviewing financial statements and other business maintenance issues) while others are simply not within your skillset.

For example, if you're a strong public speaker but struggle with report writing, delegate report writing to a copywriter or an editor.

If you run a retail store and have no experience in design, outsource your signage, floor displays, website design, etc., to someone else. Freelance professionals often cost half as much as your own time is worth plus they can complete the task faster than you typically would.

Your time should be saved for tasks that use and develop your strengths and skills effectively. When you focus only on the things you're best at, your stress is better managed and ultimately a better product or service is produced for your customers or clients.

Another good reason you'll want to delegate **more** tasks is that it's the only way you'll ever get everything done!

Delegation is a vital management skill that needs to be refined and practiced. And once mastered, **delegation is the real key to profitable time management.**

Too often owners and managers believe that it will be faster or more efficient to complete a task themselves than to train and monitor someone else doing it. Other times there are no internal resources to give assignments to so they take on the task themselves.

As a result, the following behaviors and issues can often be seen in many small businesses.

#1: Owners and senior staff are overworked while junior staff are underutilized. Junior staff are not given the opportunity to grow and develop in their roles and may perceive a lack of trust or confidence in their ability. And, as a result, the business often can lose good people who don't feel valued.

#2: Owners and senior staff are always in a reactive state instead of in a visionary or proactive state. Delegation happens at the very last minute and junior staff have little understanding of either the overall project needs or expectations for completion of the task.

The easiest way to fix this problem is to fix it before it starts! Create a solid team of staff or third-party alliance partners around you who are well trained and prepared to support your business. If you have employees, learn to attract and retain qualified people who can be cross trained and promoted within the company.



Lastly, be sure that communications flows throughout the business so everyone has the service and product knowledge to step in and assist when necessary. This will make delegation one of your most powerful time management tools.

### Time Management Strategy #3: Learn to Say NO.

It's easy to fall into the habit of saying YES to everything. After all, you're the business owner, right? The buck stops with you and no one else can complete these tasks as well as you... right?

For example, you could lose that important customer if you don't help them with their school or charity car wash, 5K run or whatever, right?

#### **WRONG!**

The most successful business owners have a keen sense of how their time is best spent, and they delegate any remaining responsibilities to trusted others as we learned earlier.

Unfortunately, it's often just too easy to say yes to every request in the moment and later feel overwhelmed when its added to your to-do list.

You may be more popular and not ruffle any feathers by saying YES to every request... but what toll does it take on your stress level? Your work load?

#### **Your time is valuable so learn to protect it.**

Remember, if it is too challenging to say NO immediately, you can always request some time to think about it. This way you can evaluate your workload and realistically decide whether or not you can take on a new project. Then stand by your decision. Or insist on bringing in the necessary resources to get it done.

### Time Management Strategy #4. Create and Keep a Strict Schedule.

As I said earlier, as a business owner you need to be able to focus and concentrate on your ONE Thing highest priority project without interruption. The only way to do this is to commit to a strict schedule. Once you understand your work style and concentration patterns you can allocate periods of the day to your specific ONE Thing task. **Schedule it and stick to it.**

For example, schedule time for list creation, prioritizing, reading and returning email messages, telephone messages, internal messages, client messages.

Schedule time for meeting preparation, family time, recreation and fitness, daily business tasks.

Schedule less important tasks for later in the day after you've completed working on your ONE Thing.

Remember, there is a training period involved in beginning any new habit or routine, for yourself and for those around you.

Use your voice mail, out of office email messages, and a closed door to begin to let people know your schedule and when you can and cannot be disturbed.

**Creating and keeping a strict schedule is one of the most powerful and productive time management strategies you can follow.**

#### Time Management Strategy #5: Be Decisive

Not making a decision on something is a decision all by its self.

The most successful business owners have the ability to make good decisions quickly and efficiently. They don't waste time deliberating over simple choices.

However, in leadership positions people are often afraid of making the wrong decisions or looking foolish if they make a mistake in front of junior staff. What they don't realize is that hesitating or avoiding decision making can impact their leadership image just as much (or more) as making the wrong decision.

Not only can being indecisive be personally stressful, but it's also stressful for those around you who perhaps are waiting on your decision.

Remember, you need to make the best decisions you can with the information you have in the timeframe you have to make the decision. No one expects you to be a fortune teller. Be decisive, make some mistakes and learn from them.

**And always remember, imperfect action always beats perfect inaction.**

#### Time Management Strategy #6: Manage Your Telephone Interruptions

Your phone can be a huge source of time theft if you let it. If you're available to take phone calls at any time of the day, you're setting yourself up to be working at all hours of the day including at home during your evenings and weekends.

Let's face it, the phone will always ring when you're supposed to be focused on an important task. However, this is something that can easily be avoided.

Like creating a strict calendar schedule, figure out when you're most productive during the day. Is it in the morning or in the afternoon? Before, during or after lunch? After you've identified this time period, set your phone on do not disturb or have your calls directed to a receptionist or voice mail.

If you don't have a receptionist, a variety of automatic phone answering services and virtual receptionist are available for reasonable fees. To structure your available phone time further, let callers know on your voice mail what specific time of day is best to reach you by phone. Then set that time aside to receive and return phone calls.

### Time Management Strategy #7: Keep Your Work Environment Organized.

Have you ever tried to make dinner in a messy kitchen? More of your time is spent looking for pots, pans and the necessary tools than in actually cooking the meal.

The same goes for your work environment.

If your desk and office is in a constant state of chaos then your mind will be too.

In fact, some studies have revealed that the average senior business leader spends nearly four weeks each year navigating through messy and cluttered desks looking for lost information.

Does that sound like a productive use of time to you?

Keeping your work environment organized is one of the easiest strategies to implement.

Begin by tidying up your desk at the end of each day. Once you make the initial clean sweep it's easy to maintain order each day and put an end to the chaos.

Keep personal items (like photos or memorabilia) out of your primary line of vision. These can be distracting and encourage daydreaming.

As for your office, sales floor or factory, there are many ways to make its layout more conducive to effective time management.

Try minimizing the distance between office equipment like copiers and postage machines. Keep a clear line of sight between your office and the most productive area of your business so you're aware of what's happening amongst your employees.

Organize shelves and cabinets so their contents are not only easily accessed but out of sight when not being used. Consider putting sliding doors or cabinets in storage areas and remember that the floor is not a storage cabinet.

These are just a few ideas on how you can keep your working environment more organized and productive.

**Keep your work space organized and you'll be more organized too!**

Time Management Strategy #8: Keep Your Digital Files Organized

Now this strategy sounds a lot like strategy #7 but if your digital data is not properly organized you'll waste hundreds of hours searching for information you need on a regular basis.

For example, customer databases and sales inquiry records are worth their weight in gold. You can't afford to get behind when updating this information or poorly store it for later retrieval. There are many easy to use software programs that will manage and organize customer data for you. It doesn't need to be a time consuming or tedious exercise.

A simple way to manage digital information is to keep it in short, medium and long-term file folders. Create shortcuts on your computer desktop for folders or files you constantly access. Use CRM software to track all your customer or prospect interactions.

In today's world, having quick and easy access to customer and other digital data is a must have. Keep it organized!

Time Management Strategy #9: Clearly Communicate – Never Assume

One of the biggest time management issues in business – and in personal relationships – is miscommunications. This is a dangerous issue that can cripple any business including yours.

Establishing and enforcing clear communications policies on things like accurate note taking, task assignments, phone message delivery, etc. will ensure your staff understands the importance of clear and accurate communications.

Now, the easiest habit to curb miscommunications is simple: Write everything down. Carry a notebook and jot down key points, figures and deadlines. Don't assume you'll remember later. You have at least 100 other things to remember.

Return all communications promptly, including email and phone calls. Repeat back phone messages, phone numbers and other figures to confirm you recorded the information correctly.

Record appointments in your phone or calendar the moment you make them otherwise you will forget.

Double check and confirm everything – addresses, phone numbers, meeting locations and times. Maintain accurate customer contact logs with dates, times, and phone numbers. Post

checklists in your store or office for routine operations and procedures. Announce any changes to the policies and procedures manual immediately.

As the old Chinese proverb goes: **The palest ink is better than the best memory.** Write things down.

### Time Management Strategy #10: Stop Duplicating Efforts

Avoiding duplicate efforts is a key element of time management that is closely related to effective communications. Studies have continually shown that many businesses often duplicate and triplicate efforts that only need be completed once.

When you have clear systems and procedures in place, your staff won't need to reinvent the wheel each time a task needs to be completed.

Simple examples of this include having to reread your to-do list every hour to determine what the next important item on your list is. If your list is already structured by priority (as it should be) then this would be a needless task.

Likewise, if two staff members are working on similar projects but unaware of the other's efforts, their work will not only be inconsistent, but their efforts could be duplicated. Having meeting minutes and individual task assignments will assure that everyone is on the same page and understands their personal responsibilities.

Avoiding duplicate efforts is an easy problem to fix once they have been identified and communicated.

### Time Management Strategy #11: Eliminate Procrastination and Perfectionism

Procrastination is something we all face at one time or another and likely have since our school days. However, given the pace that the world operates at today, you'll only fall further behind your competitors if you allow procrastination to rule your day.

So how do you stop procrastination?

It's quite simple really: Just get started, no matter how boring, tedious, or painful a task may be. Finish the task and then reward yourself by crossing each step off your to-do list. You'll feel great and things will start getting done.

Perfectionism is another time bandit many small business owners often fall victim to. Perfectionism can be paralyzing for fear that there isn't enough time and resources to get it perfect and consequently the task or project never gets completed.

Sometimes perfectionism can even hamper your ability to delegate and say no to tasks because you believe no one else can complete them better than you.

Just remember to just do the best you can with the time and resources you have and just get things completed. **Progress over perfection is always the better choice.**

### Time Management Strategy #12: Plan Your Work, Work Your Plan

Have you ever placed an ad or signed up for a trade show on the fly because it was cheaper, faster or more urgent than creating a real marketing plan?

Do you and your staff have a clear idea on where your business is headed over the next six to 12 months? Or even the next three to five years?

Many studies have shown that less than 10% of small businesses have up to date marketing and strategic plans as compared to the majority of large corporations and public companies which have both.

Marketing and business plans take time and effort to create, but they work and they pay off. They also save you time and money compared to a haphazard or “fly by the seat of your pants” strategy.

With a marketing plan in place you have an idea of how many promotions you'll be placing each year which can earn you a volume discount with agencies.

Your marketing materials will complement each other and you'll be able to deliver the same message to the same target audience over and over plus your strategic business plan will provide you with a guide to reference when making decisions. You can repeatedly ask if the task at hand will contribute to your overall vision or just seems like a good idea in the moment.

Remember that planning includes both short and long-term timeframes and applies to both your daily to-do list and your overall marketing budget. It provides you with a means to measure your progress, a system for identifying priorities and helps to manage your time. So, always plan your work, then work your plan

### Time Management Strategy #13: Avoid Needless, Impromptu & Unstructured Meetings

Now this may seem like a time sucking issue that is out of your control, but it's not.

You're in control of your own time and through strict scheduling (as covered earlier) you can establish a structure for internal and external meetings that everyone around you can work within.

For example, minimize impromptu internal meetings by letting your staff know when you're available for a quick chat and when you're not. If it's important, ask them to schedule a time to meet with you that works for both of your schedules. This not only saves you time but also encourages your staff to find solutions to their own issues and only approach you with more urgent and challenging matters.

Let's face it, you can't always avoid having meetings, but you can avoid having unstructured meetings. Ask for, or create, an agenda for each meeting with a clear objective and an amount of time allocated to each item. This will keep your meetings focused and on time. Also, if a meeting does run late, give yourself a reasonable buffer and politely leave for your next appointment. You can always follow up with colleagues or staff later to catch up on the pertinent items you missed.

#### Time Management Strategy #14: Establish Clear Policies & Procedures

A clear policy and procedures manual is like a marketing or business plan – it takes time to create, but ultimately saves everyone in your business time, money and effort.

A simple step-by-step guide to “the way we do things here” is an invaluable resource for your existing employees and any new staff. It provides clear expectations for how you like things done.

Unfortunately, too many businesses make up their policies and procedures on the fly – creating dangerous scenarios where mistakes are made and expectations are not clear.

For example, some items that should be included in a comprehensive policy and procedures manual would include how to handle: Recruitment, Customer complaints, late payments, Employee reviews, Customer relations, Returns, salary structure, Theft, Customer enquiries, Exchanges, Bonus structure, Harassment, etc.

Having clear rules of the road keeps everyone pulling in the same direction and saves time for everyone.

#### Time Management Strategy #15: Use and Maintain the Right Tools for the Job.

The equipment your business needs to operate effectively should always be on hand or easily obtained.

Whether you're a high technology business or local tradesman, knowledge of the latest advancements in technology will increase your efficiency. It'll help you stay on top of your competition, maintain your position as an expert, and perhaps provide an easier way of getting things done.

Always ask yourself is it more effective to outsource or sub-contract a task to someone with access to the right equipment or to buy the equipment for yourself. If your business relies on tools or technology for daily tasks, like the trades profession, then obtaining the best quality tools you can afford is crucial.

Maintain your equipment is also crucial.

This may seem obvious, but you'll understand the importance of equipment maintenance if your network server has ever crashed or your point of sales system has malfunctioned. Your business can be slowed to a standstill if your equipment is not in good working order.

Of course, there are instances that can't be predicted, but regular maintenance of your essential equipment will reduce catastrophic failure occurrences that waste time and also helps you to anticipate when old equipment will need to be repaired or replaced.



## Summary/Review

So that's the top 15 strategies you can use to make the most of your most precious resource.

In summary, most business owners carefully manage their financial and personnel resources and pay due attention to their performance. But what most business owners don't realize is that their time - and the time of all their employees - requires the same attention and diligent management as every other aspect of the business.

When we're too busy and overloaded with work we often switch into "reactive mode." We can't make it to the bottom of the to-do list pile so we often end up handling issues and making decisions at the very last minute which can lead to even more wasted time if the wrong priority decisions are made.

And as I mentioned at the start of this course, one of the great benefits of choosing to become proactive in time management is that you can become proactive in all the other areas of your business and life as well.

When you become proactive in how you approach your business and your life, you can take steps to grow your business while getting back the time to do all the other things you've always wanted to do.

And what can be better than that?

So to wrap things up... real quick, here again are the Top 5 Time Bandit culprits of modern day time theft:

1. Email
2. Open Door Policy
3. Cell Phone
4. Meetings
5. & You

And to avoid the time thieves, the top 15 Strategies for profitable time management are:

1. Set clear priorities
2. Use your skills & delegate your weaknesses
3. Learn to say NO
4. Create and keep a strict schedule
5. Make decisions
6. Manage telephone interruptions
7. Keep your work environment organized
8. Keep your filing system organized
9. Clearly communicate - never assume
10. Stop duplicating efforts
11. Eliminate procrastination & perfectionism
12. Plan you work, work you plan
13. Avoid needless, impromptu & unstructured meetings
14. Establish clear policies & procedures

15. Use and maintain the right tools

I hope you've enjoyed this short time management eBook and training course and that you'll quickly put into action the strategies we've covered today. Because when you do I promise they'll drive new levels of productivity and success unlike anything you're currently experiencing in your life and in your business!

And that means you'll have more time to do the things that can lead to more money, more time with your family, or more time for anything else you've ever wanted to do.