



20 Nugent Dr., Suite 1B

Clifton, NJ 07012

Phone: 973-777-1053

Fax: 201-225-7689

<http://gapent.com>

E-mail: georgem@gapent.com

Do you Want More Time
To Do The Things
You want to do

With No financial Worries
Let me Show
You How

Just Click Below



“Time is not a gift. Time is something you need to work on and manage. If you lose or waste time, you can never re-gain it.”

NEED HELP?

Call: George...

+1 551-655-2000

georgem@gapent.com

A-B-C TIME MANAGEMENT SYSTEM

BY GEORGE MATYJEWICZ, PHD

“If you ever want to get something done...”

“If you ever want to get something done, give it to a busy person” used to be one of my favorite statements. I have changed it to *“If you ever want to get something done, give it to an **ORGANIZED** person”* – one who can manage time.

There are many people who seem to be time-challenged, which usually results from difficulties managing their time. At the end of the day find they have accomplished nothing. One of my major strengths has always been managing time. My kids can probably recite my spiel that I always give when I hear somebody say they don't have time to do something, to which I reply:

“Time is not a gift. Time is something you need to work on and manage. If you lose or waste time, you can never regain it.”

A gold watch may be a gift; a kiss is a gift; but nobody gives you time. By the way, if you have to ask *“where did the time go”* chances are you wasted some.

I have been in the professional business world my entire career, and time management is critical for success. It is our inventory of what we sell.

I use an Excel spreadsheet to manage time in projects. For my “To Do” list, I use Microsoft Outlook, which I tailored to include the information that I need (you can select fields to use such as Custom Priority). Here's my approach to effectively manage time:

1. **Keep an ongoing daily "To Do" list.** Many people create one each day at the same time, i.e., a brain dump at the end of the day. That's OK, but keeping it ongoing means it becomes part of your life. The list should include business and personal items and should be updated throughout the day. Always keep your planner open.
2. **The “To Do” list should include** task name, date due, priority, estimated time to complete and brief description. You also need a space for date completed and actual time it took. If you are managing a large project with others involved, you need a column for assigned to and another for manager.
3. **Review the list** and break large tasks down into smaller tasks.

4. **Prioritize the list** into A-B-C priorities and assign a priority and deadline to EVERY task (including personal time):
 - “A” priorities are important and urgent – time critical. They need to get done immediately.
 - “B” priorities aren’t as time critical, and will become “A” priorities soon.
 - “C” priorities are everything else that needs to get done.
5. **Organize** the “A” priorities into sub groups – “A-1”, A-2” and “A-3.” You should only have one A-1 at a time. With Outlook I have options for sorting the list, i.e., priority, due date, etc. With Excel I can sort on any column.
6. **Estimate the time** requirements for each task, and write it down next to each task.
7. **Work on the “A”** priorities only! The “B” and “C” will probably take a lot less time. Avoid the temptation to do them first! You will never get the “A” priorities done if you do the others.
8. **When each task** is finished, write the actual time it took next to the task, which will be beneficial with future planning when you get similar tasks.
9. **You will note that some** of the “B” or even “C” priorities have a due date that is coming close. Time to make that an “A” priority.

ADDITIONAL TIME MANAGEMENT TIPS

- A. **Learn to say “no”** when asked for favors or to take on tasks that impede progress toward achieving your priorities. Taking the monkey off one’s shoulder means you now have it, and that person is an effective time manager – (s)he delegates.
- B. **Nothing ever goes according to plan or schedule.** Build wait time into your tasks. A CTO at a company where I was President/General Manager was notorious for underestimating time. When asked when a task would be completed, his pat answer was “by close of business on Tuesday.” Of course, he never said what Tuesday. Once, he actually had that published on our Web site, where it remained for a month!
- C. **Everything always takes longer than planned**, and nobody is ever on the same wavelength as you (nor do clients want to pay what you want to charge).
- D. **Maintain a balance in your life!** You can’t work all the time, and it is often better to step away from a project for a period of time. When you come back you will be refreshed and probably complete it faster. “Sleep on it” is not a bad philosophy. **REMEMBER:** Nobody has on their tombstone *“I wish I worked longer hours!”*
- E. **Time management should give you an accurate** understanding of how long tasks really take to complete. With time management, you should obtain a more efficient means of completing even the most mundane, but necessary tasks in your life.
- F. **If you do something more than once, you need a form or system.** Don't reinvent the wheel. We used to joke about an old friend who believed if you opened a business and it was successful enough to open a second, which also became successful, then it was time to franchise.
- G. **Read fast.** A long time ago I learned how to read a document very quickly by focusing my eye on the center of each line in a page and scanning down quickly. As a result, I can get the gist of a written piece very quickly. Consider a speed reading course, which work very well, especially if you need to read a lot of business documents.
- H. **Sleep. What a waste of time!** Actually, you should get as much sleep as you need, but not an excessive amount. My wife and I usually sleep six hours a day, and maybe seven on weekends. I never slept a lot even as a child, since I started work at 3:00 AM (delivering milk) before going to school then working after school. You can train yourself to sleep less, by rearranging your schedule to sleep 30 minutes less each day for ten days. Then 30 minutes less for another ten days until you reach your goal.

- I. **Focus on today.** Yesterday is history and tomorrow is the future. You can't do anything about yesterday, but you can manage the future if you get done what needs to get done today. If you worry about these other things, you will be ineffective.
- J. **Don't be afraid to fail.** Sales people, in particular have an issue with failure. They fail to close a deal, and carry that failure on to the next sale. Funny how that one fails also. Put failure behind you.
- K. **Focus.** Once we had an executive meeting in the British Virgin Islands with 20 executives from around the world. A new labor law was being passed there which could possibly affect us. For twenty minutes we bantered about the issues with the law – not what to do about it, but how terrible it was. That means we just lost 400 people minutes of time! A waste. A better use of time would have been to think positively about how we could expand business and let that issue rest with the executive responsible for it. That's not an executive committee issue.
- L. **Be positive.** Why look at all the things that could or did go wrong? Look at the positive things that will help you succeed.
- M. **Manage meetings.** Too much time is wasted in meetings. Yes, they are important, but they should be brief and to the point. A friend of mine who is CEO of a major international fashion apparel manufacturing company conducts meetings with all attendees standing. That gets them done fast and productively!

STATISTICS

A number of years ago, Day-Timers Inc. conducted a survey and learned:

- Extremely or very successful people tend to work longer hours and plan their days during their daily commute.
- The average American worker spends 25.4 minutes commuting to work and 5% use their cellular phones during the trip
- 37% have written financial goals, and 33% have written career goals, and 73% always or frequently know what they want to accomplish.
- 59% of Americans begin their work day by reviewing a daily action plan
- One-third of American workers (32%) never plan their daily work. While 45% make a daily plan at least once a week, only 9% accomplish everything they set out to do. The higher the income, the more likely the worker is to make a written schedule and prioritize tasks.
- More than half of workers (52%) use calendars to keep track of their schedules, while 29% use organizers. Women are more likely than men to use these tools.
- Men work an average of 50 hours per week while women work 42 hours a week
- 62% of American workers feel they are always or frequently rushed to do the things they have to do. Only 5% rarely or never feel rushed.
- 40% of American workers say they would put in an additional ten hours a week for extra pay
- 71% say they would watch less television in order to work more
- Women are more likely than men to socialize the first half-hour at work (30% vs. 22%)
- 65% of American workers spend some time but less than a quarter of their day in meetings, and 11% spend between two and seven hours a day in meetings. Only 36% believe none of the time spent in meetings is wasted.
- The typical American worker in a relationship spends 10 hours a week alone with their significant other.
- 52% of American workers mentioned their job as the reason they are unable to spend more time with their significant other
- 65% listed spending more time with their family as a priority or goal in their lives
- The majority of the workforce (78%) list getting more exercise as a goal, while two-thirds (65%) would like to spend more time with family and 59% would like to eat better.

###

About the author. George Matyjewicz, PhD is Global Strategist and Managing Principal at GAP Enterprises, LLC. His dissertation "Just In Time Payments And The New Global Currency For Conducting Business In A Global Economy" was compiled from 3+ decades experience in the business world. He was formerly President/General Manager of a global digital currency company with customers in 120 countries and Chief E-Commerce Officer for a global giftware company where selling the big ones was critical. He was a Principal/Partner at a top 50 U.S. CPA/Consulting firm. He is regularly published as an expert on global business, finance, technology and implementation.

For further information, please contact:

George Matyjewicz, PhD,
GAP Enterprises, LLC,
20 Nugent Dr., Suite 1B, Clifton, NJ 07012
Tel: 551-655-2000 Fax: 201-225-7689
<http://www.gapent.com> georgem@gapent.com



Bridging the GAP between *SUCCESS* and *FAILURE*

20 Nugent Dr., Suite 1B

Clifton, NJ 07012

Phone: 973-777-1053

Fax: 201-225-7689

<http://gapent.com>

E-mail: georgem@gapent.com