



MAKING THE MOST OF YOUR TIME

How to achieve more in your work
and personal life

Steve Bax

TIME



Ticking away the moments that make up a dull day
You fritter and waste the hours in an offhand way.
Kicking around on a piece of ground in your home town
Waiting for someone or something to show you the way.

Tired of lying in the sunshine staying home to watch the rain.
You are young and life is long and there is time to kill today.
And then one day you find ten years have got behind you.
No one told you when to run, you missed the starting gun.

(Mason, Waters, Wright, Gilmour)

TMI ETHOS



“ The only time you
can change
tomorrow is now”

WHAT PEOPLE SAY



“If it weren’t for the last minute, I wouldn’t get anything done” Anon

“Work expands to as to fill the time available...” Parkinson 1958

“The best way to get something done is to begin.” Anon

“Tomorrow is often the busiest day of the week” Spanish proverb

WHAT PEOPLE SAY



My favourite...

“I do my work at the same time each day – the last minute” Anon

HOW WE SPEND OUR TIME - YEARS



- Sleeping 26 years
- Work 11.3 years
 - (4 hours on the phone/ email)
- Watching TV 11 years
- Insomnia 7 years
- Housework 5.5 years
- Eating 4.3 years
- Washing clothes 2.65 years
- Online >1.25 years
- Off sick 1 year

HOW WE SPEND OUR TIME - DAYS



- Queueing 182 days
- Cigarette breaks (smokers) 160 days
- Complaining 152 days
- On hold 140 days
- Shaving (men) 125 days
- Laughing 115 days
- Sunbathing 90 days
- Waiting for trains or buses 27 days

Various research sources – Daily Mirror August 2009

WHAT DID YOU DO TODAY?



- % age of tasks planned?
- Structure?
- Task took me longer than expected
- Time on minor tasks
- Interruptions – how many? Who by?
- When were you most productive?
- Rate your effectiveness out of 10!

COMMON PROBLEMS



- Procrastination
- Delegation
- Muddle
- Meetings
- No priorities
- Culture
- Work ethic

CAN TIME BE STRETCHED?



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**“Before we begin our Time Management Seminar,
did everyone get one of these 36-hour wrist watches?”**

PLANNING



Time Management - it takes time to make time

PRIORITIES



| | | URGENCY | |
|------------|------|---|---|
| | | High | Low |
| IMPORTANCE | High | 1 Urgent and important Do it now | 2 Important not urgent Decide when to do it |
| | Low | 4 Urgent not important Delegate it | 3 Not important not urgent Dump it |

TOP TIPS - WORK



- 'RED' time
 - 1 hour a day/ ½ day or 1 day per week/ month?
Do when you are at your most productive
- Keep a time diary and review to change your work patterns
- *A not C*
- 'Elephant' technique
- 'Days work' only – 'big decisions'
- Make friends at work

TOP TIPS – ‘DESK’



- DO TODAY
 - Touch once
 - Clear by end of day
 - Urgent and important
 - Never do today...
- THIS WEEK
 - Bring forward
 - Cull
- FILE



TAMING THE TIME WASTERS



- Interruptions
 - Your boss
 - Colleagues
 - Phone
 - Email
 - Social networking
 - Paper/ documents/ data chases
- Meetings



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MEETINGS



"This isn't the meeting. This is the pre-premeeting to talk about when to meet and *plan* the meeting."

TOP TIPS – MINOR TASKS



- Gaps in the day
- When your energy is LOW
- When you are most likely to be interrupted
- At scheduled times

This can save up to 25% of your time

TOP TIPS - HOME



- Putting friends and family first
- First '*4 Minutes*'
- Weekend planning
- Holiday and breaks
- House moves
- Time for *you*
- Time to be impulsive



BIGGER STEPS



- Where do you want to be?
- No regrets?
- How can you change?
 - Make plans and set aside time to fulfil them
 - ~~East Enders!~~
 - Find a system that works for you
 - Take control of your time and your life
 - Work SMARTER

WORK FOUR HOURS, THEN REST



- “...for most people , working beyond a certain threshold (generally estimated to be between four to six hours a day), brings comparatively small real additional benefits; yet has significant opportunity costs, including loss of leisure.”

Caroline West – Sydney Morning Herald 4 August 2009

AND FINALLY...



“If you always do what you’ve always done, you’ll always get what you’ve always got!”

Chris Evans January 2010 – originally Los Angeles Police Department thought

THE SPEAKER



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