



Eight Strategies to Time Management and Prioritization

If you are always feeling like you never have enough time to get what needs to be done, OR you do not know how to maximize the time you have to get new projects started...these 8 strategies are for You!!

There is nothing new or innovative here, as prioritizing your time is all about execution.

Productivity is the deliberate, strategic investment of your time, talent, intelligence, energy, resources, and opportunities in a manner calculated to move you measurably closer to meaningful goals.

– D. Kennedy.

#1 – Tone Down the Disruptions – If you put a stop to the interruptions, your productivity will soar. It is that simple! We experience many interruptions in a single day, and most of them are NOT out of necessity.

- I. Become Unavailable - Your world will function without you for an hour or two. The hardest part of dealing with this, is **your** emotion attached to this.
If they cannot find you, they cannot interrupt you!
- II. Take a Break from your Phone – It is the ultimate distraction and addiction. Constant notifications and incoming messages

have completely deteriorated our ability to focus, and therefore have wiped out our creativity for productivity

- III. Set the Timer – Keep your phone calls and set meetings on a time limit. Whether it is 15 minutes or 30, when time is up, set another time to talk, and get back to your productivity...keep on track!
- IV. Social Media – it is necessary for most businesses, but it should not take over our lives. Establish a schedule for publishing your posts and let them work their magic. Resist checking engagements, and the number of ‘Likes’ the post has received...get back to more productivity.

#2 – Reduce Talk Time – If you want to catch-up, schedule a time for a tea, or a coffee. Our productive time gets snagged on those ‘quick’ catch-ups (at the barn/tack shop/grocery store), and the next thing you know, 45 minutes has passed, and you are now behind your schedule for the day and running late.

#3 – The Habit of Absolute Punctuality – Practicing punctuality not only keeps you on schedule and keeps your day aligned, but by being punctual, you are showing those you are meeting with that you respect their time. If you are consistently late, it appears to those who have made time to meet you, that you do not really care about them or the effort they took to make time for you.

Punctuality = Personal Power

#4 – Prepare and Use Lists - You CANNOT carry it all in your head, so write it down on a piece of paper. Putting pen to paper, and not using your phone is suggested, as it helps to cement the importance of the tasks and it helps put it better into your memory. Whatever way you choose to

practice this, make sure it works for you, so that you can use it, in a consistent, regimented way.

- I. Feel free to colour-code your lists
- II. List Options – ‘My Schedule’
 - ‘To-Do’
 - ‘People to Contact’
 - ‘Horses to Ride’
 - ‘Horse Care’ etc.

#5 – Take Actions to Link Everything to Your Goals! – Have defined, meaningful, measurable goals for yourself. Ask yourself, “Is what I am actively doing right now moving me measurably closer to my goals?”

“...I insist that the only real reason more people aren’t much, much more productive is that they don’t have enough reasons to be. A secret to greater personal productivity is more good reasons to be more productive.”

– D. Kennedy

#6 – Block Your Time – Whether you are trying to find time for your workouts, to ride your horse, marketing your business, or just some simple ‘me-time’, you must SET, BLOCK and COMMIT to a day and a time for everything that is important, and linked to your goals.

Know You, and what are your peak performance times for the activities you want to get in and feel good about...Block out those times!

Make appointments with yourself, and **KEEP** them, like you would if it were for somebody else. Plan it in advance -- this is about knowing you and how/when you are most productive.

Toss out all the ‘shoulds’, preconceived ideas, other peoples views or thoughts, and just create a work schedule and conditions that work best for you.

#7 – Reduce Random Activities – By reducing random, unscheduled activities you will naturally minimize wasted time.

Do you know where all your time went at the end of a week, or even a DAY?

The more scripted or planned you keep your activities, the more productive you will be.

Its OK to have some ‘relaxing’ time, just plan for it and stick to the time you have allowed for your chosen activity.

Pressure to perform makes us better performers. Be mindful that you are fully capable of much more than you realize. Both your conscious and your subconscious minds have been made to succeed under deadline stressors.

“I’ve found that the best way to get started is to quit talking and begin doing, and the best way to get something done is to have to. The best way to get a lot of things done is to be under a lot of pressure to pull them off.”

– W. Disney

#8 – Stay Away from the Herd – All of those errands you need to run (groceries/bank/tack shop/going to the mall/etc.) ... do them during ‘Off Peak’ times.

Think of all the time you have spent standing in lines...WAITING!

Not only does working around ‘peak’ times make sure you are using your precious time wisely, but it also saves you a LOT of frustration.

“You can’t actually manage time; you can only manage yourself and those around you.”

– L. Langemeier