



March 21, 2016

## Hands Up ... Who Wants More Time?



Thank you to those who wrote to ask where their weekend business tips were. Despite a sterling effort the system would not cooperate. We've slayed the gremlins now and normal service will resume!

So, last week I shared with you my beliefs about time management and how the aim is not to work harder; it's to get better results.

Thanks for the feedback. It was interesting to hear that whilst some people are 'nailing it' when it comes to time management there are others who genuinely believe that they are short of time?

As you know this month's theme is grit and determination, so how is it that whilst we all have the same 24 hours in the day, some achieve so much whilst others achieve much less?

What about if I tell you that 80% of the things you get done are accomplished in 20% of the time you spend working?

So are you now asking yourself "what am I doing with the other 80% of my time?"

Let me tell you right now – you are not alone – but I've awesome news for you. Time management isn't rocket science. Time management is all about principals and you taking control of time instead of letting it take control of you.

It really is easier than you think .... here are my top 5 tips:

### **Focus on your priorities**

Don't let the little things rob you of time – let the little things slide. Every time you do something unimportant, you are ignoring something that's really important.

### **Be proactive—not reactive—with your time**

Every one of you has just the right amount of time to accomplish exactly what you want – if you set your goals and manage your time. We have more respect for other people's time. How many times do you say YES rather than NO? Every time you say YES think to yourself .... will I still have enough time left to achieve my goals?

### **Plan your day**

Make the most of your day – plan it out, set yourself time limits to achieve certain tasks – if you have no objectives you will accomplish very little, as Benjamin Franklin once said "if you have no plan, you are planning to fail."

### **Schedule your tasks**

Are you the King or Queen of the To Do list? I would in fact prefer that you become an advocate of the To Achieve list instead. Hands up all of you that write a To Do list and include a few things on that you've already completed, just so that you can have the satisfaction of crossing them off? Go on ... be honest!

My tip is to write your 'To Achieve' list and then highlight your top 3 'must achieve' tasks for the day. Now allocate some time in your day, preferably in the morning when the energy is high; very much like you do when you have a dental appointment or need to meet with your bank manager. Use this time to not only write your list, but also to achieve your top 3 tasks.

### **Don't procrastinate**

Procrastination is the biggest killer of our time and we all do it. The trick is to catch yourself doing it and change the habit. Procrastination happens when we don't want to do a task or we don't know how to take the first step. Ask yourself "why am I not achieving this task?" If you feel overwhelmed break down the task and set yourself a time limit ... "I will spend 30 minutes tackling my cashflow reports today" .... and then go for it. You'll be amazed at how much progress you make.

Now you have probably just read all of this and thought – yes, yes I know all of that Stefan ...but you said you were giving away free time this week.

Well I am ... set yourself a goal this week to give one or two of these tips a try and let's see what's achievable in a four day week!

### **Final Call - M500 Wednesday 23 March 7.15am**

There are just a few seats left for the M500 event on Wednesday. Yes we know it is a four day week but guess what? Neither the guest speaker Anthony Phillips of Camp Australia or the Champion in Business Dale Farrugia of Quinton's SUPA IGA have any more hours in the week than you do ... so you can be assured that the 3 hours we are asking you give up on Wednesday will be worth every minute - come and learn from the pros who will show you just what grit, determination and time management have enabled them to achieve!



Best always

Stefan

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