

Time Management

Many business owners find it difficult to complete the tasks that they have to complete. Time management is simply using the time that you have to your best advantage.

Some tips to help you cope with a busy schedule

- Create to-do lists. Start with a list of your yearly goals of the business and then determine what you need to do to achieve these goals. Break the list down into monthly, weekly and daily lists of what you have to do. Review your list at the end of each day to ensure that you have accomplished your goals.
- Prioritize your tasks and try to work on the most important or difficult tasks when your energy level is at it's highest.
- If you have a office or place of business, try to discourage friends and family from making social calls or visits during work hours.
- Be wary of taking on volunteer work outside of your business, unless you have determined that your schedule allows for it.
- Try getting up an hour earlier each morning and completing a few smaller tasks.
- Make it a goal to deal only once with each piece of paper that crosses your desk.
- Insist that anyone who has scheduled a meeting or appointment with you be on time. Waiting for someone else is one of the great time wasters.
- If possible, try to block off time to complete a specific task. Inform your employees that you are not to be bothered unless it is an emergency.
- If you can afford it, try hiring someone else to do such tasks as bookkeeping, filing or word processing.

For More Information

Internet: www.breathingspace.com

Books: How to Be Organized In Spite Of Yourself

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