MYDLACH
MANAGEMENT

Take Control of Your Schedule
Time and Priority Management

**MYDLACH MANAGEMENT**

Startling Time Management Statistics

Listen to these statistics and determine if you see yourself in any of these...

1. 10% of a persons time is lost to disorganization

2. The average person spends 36 minutes per day looking for misplaced papers or electronic files

3. People switch activities, such as making a call, speaking to someone, checking e-mail or working on a document or project every three minutes

4. On average, people devote 11 minutes to a project before being distracted

5. On a typical day, office workers are interrupted about seven times per hour or 56 times per day

6. Office distractions cost the average worker 2.1 hours per day

7. Seven weeks per year are lost by employees seeking clarification due to poor communication

8. WSJ article entitled...Multitasking makes you stupid...People who multitask are less efficient than those who focus on one project at a time. Managing two mental tasks at once reduces the brainpower available for either task.

9. Your IQ falls 10 points when you're fielding constant emails, text messages and calls. This is the same loss you'd experience if you missed an entire night of sleep, and it's more than double the four points of IQ lost after smoking marijuana.

10. Men fared worse than women because researchers say, men have more difficulty multitasking than women.

11. For every hour of planning, 3 to 4 hours are saved from redundancy, waiting for information, not being prepared and poorly managed tasked.

Momentum Creates Value...Fragmentation Destroys Value
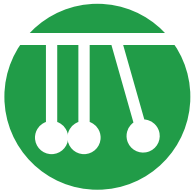
Professional success has a lot to do with understanding what it is that you do that adds value to your organization, and to yourself personally. This sounds obvious, but when you look at how people spend their time and allow their time to be fragmented (destroying momentum), it's clear that many people don't understand the power and value that creating momentum produces in ones' professional life.

When an individual maintains the proper focus on **high value targets** (money making activities), they create momentum which creates greater and greater value for their organization, all stakeholders, and themselves personally. The goal behind this exercise is to find a couple of nuggets that will enable you to minimize fragmentation, creating greater momentum in your professional life.

Money Making and Must Do – Can't Delegate

As part of the following exercise, you will be reviewing all of your activities and organizing them into **logical categories** ultimately deciding (or reaffirming) which activities are truly *money making* for you personally and for your organization. You will also be deciding which activities fall into the *must do, can't delegate* category. These are activities that clearly support the achievement of your money making activities, and are also something you must do and cannot delegate to anyone else (i.e. industry and product knowledge, professional development, relationship development with customers and employees, etc...).

Creating and/or improving professional and corporate acceleration will require that you have clarity with regards to your **high value targets** (*Money Making* and *Must Do – Can't Delegate Activities*). These activities should be aligned with, and support the achievement of your personal and corporate goals.

Delegate or Find a Better Way

The next category/activities you will assess are the **low value, low return** items. These are typically activities that must happen inside your organization, and they are often **very** important activities, but in the context of what you need to accomplish, these activities would be better accomplished by someone else in the organization, **OR** a better way needs to be invented **by you** to properly and *profitably* address these issues. Your *Low Value, Low Return* and your *Barely Competent Activities*, if not managed properly, are the items that distract you and take your time away from the things that have the ability to accelerate profitable growth for you and your organization. **Don't get too excited** thinking you'll be able to delegate all the things you don't want to do…we all have these things in our activity bucket that we'd prefer not to do, but again, often times our focus needs to be on finding a better (more effective) way to manage these activities.

Periodic Review (Self Assess)

By periodically evaluating how you spend/invest your time, you will identify inefficiencies in how you manage your day-to-day activities. Continuous evaluation leads to continuous learning and growing. That's our goal. We want to continuously review and tweak how we manage our time and priorities with the goal of continuously increasing the value we bring to ourselves personally and corporately.

As part of this exercise, we will identify and minimize the *detractors* (inefficiencies) that slow our personal momentum.
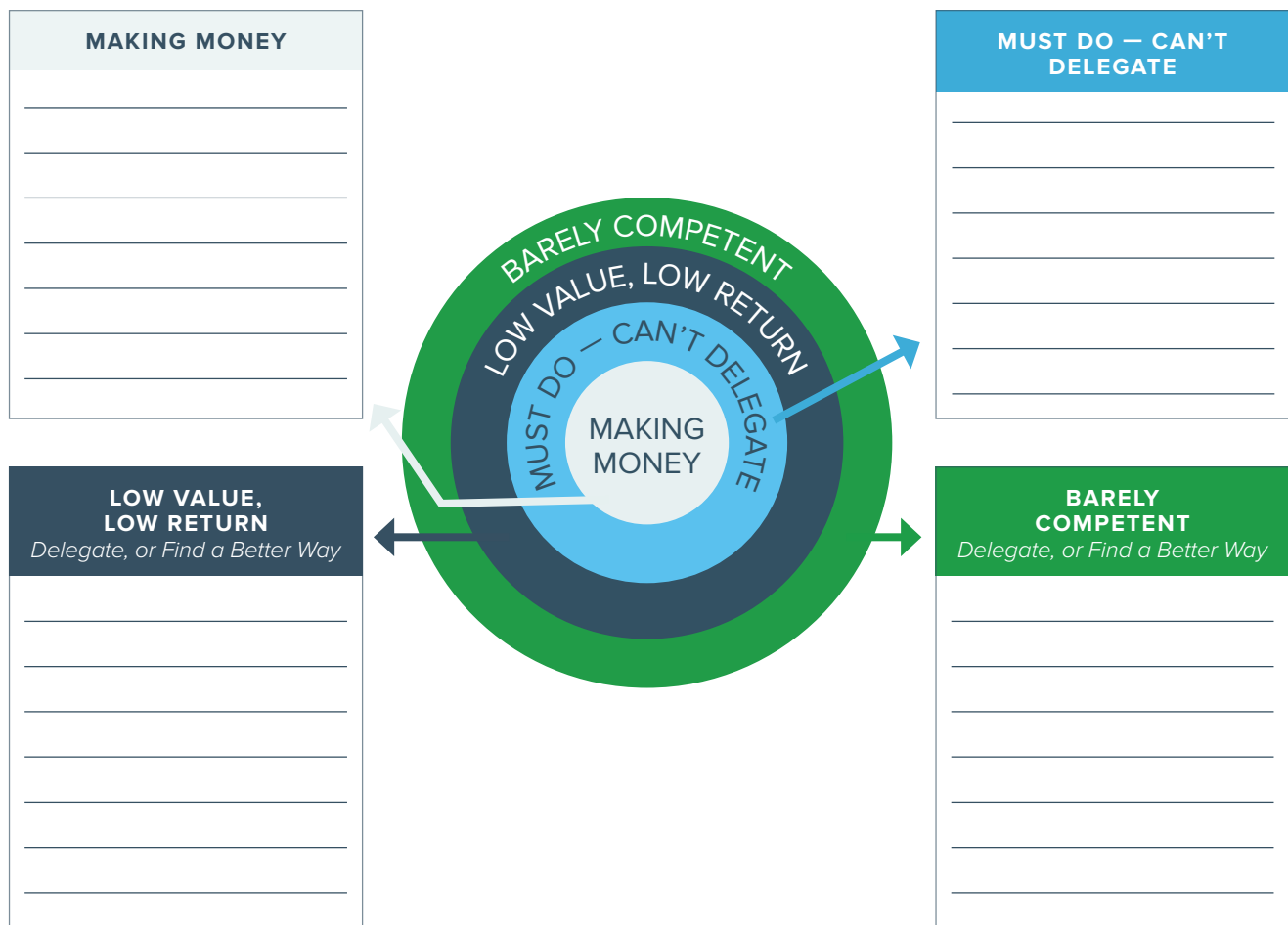
Periodically tweaking how you manage your time and priorities is critical in achieving greater acceleration while maximizing your return on your investment of time and intellect.

Target Practice (Category Management)

In order to create greater momentum, let's gain greater clarity regarding how you prioritize and manage your critical activities (money making, and must do-can't delegate). You're going to identify and organize your main activities into four categories (category management).

As you move forward, reflect on the fact that people realize their full potential when they leverage their **unique abilities** to the full. They create a structure that creates momentum around the high value targets/activities, and they protect this structure from consistent interruption/fragmentation.

MAKING MONEY

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MUST DO — CAN'T DELEGATE

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LOW VALUE, LOW RETURN
Delegate, or Find a Better Way

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BARELY COMPETENT
Delegate, or Find a Better Way

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BARELY COMPETENT
LOW VALUE, LOW RETURN
MUST DO — CAN'T DELEGATE
MAKING MONEY

Potential categories/activities for consideration:

- **Administrative** (correspondence, proposal development, e-mails, etc.)
- **Internal meetings** (operational and financial planning, performance review meetings, departmental meetings, other...)
- **Management activities** (employee development and training, team building, performance management, QA/QC, vision, culture, communication, etc...)
- **Sales related activities** (client/prospecting calls, client/prospect meetings, product demo's, other...)
- **Customer centric activities** (tech service and support, client or prospect meetings, etc...)
- **Self-development activities** (industry/product knowledge, continued education, classes, reading, audio books, industry magazines, etc...)
- **Family and friends time**
- **Spiritual time**
- **Volunteer time** (community service)
- **Exercise**
- **Other**

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Category Management — Time Study

Name: _____   **Today's date:** _____

	Money Making & Must Do — Can't Delegate	Budgeted Time/Week	Actual Time	Identify suggested improvements
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Weekly Schedule/Structure

Use the following worksheet to create a weekly schedule (or weekly structure) that you believe supports the achievement of improved productivity and effectiveness in your work life.

Remember, the goal is to *create momentum* in your work life by *significantly reducing the amount of interruption/ fragmentation* you experience day to day, and by proactively managing, or controlling the flow of the interruptions within your work life.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

CONTINUING EDUCATION/SELF IMPROVEMENT

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ABOUT THE AUTHOR

Phil Mydlach is a results-oriented executive and management coach, speaker, workshop facilitator and consultant who helps clients fast- track their company's growth by blending the science of management performance with the art of building healthy cultures and effective communications. In short, Phil gets teams to work together to achieve significant results.

Phil draws on the tools and techniques developed over three decades of business ownership to help accelerate growth for his clients.

To learn more about Phil's philosophy and practice, visit mydlachmanagement.com or connect on LinkedIn.