3 Minute Mentor

Episode 47: Show Notes

Episode 47: Some simple time management rules.

3 MINUTE MENTOR

1. Do shorter meetings
Most people can do what they need in 30 minutes but book hour slots
Preparation before a meeting will mean the meeting needs less time

2. Be clear about the objectives of any meeting
Start every meeting with a clear statement of its objectives
When someone goes off topic, park that for another meeting

3. Write your to-dos in a different place than your meeting notes
People often include their to-dos in the same body of text as their meeting notes
Keep your to-dos on a separate page – start each day by checking which ones need doing

4. Design a workflow for your email
Build a workflow system for your email that reduces your in basket
I end each week with less than a page of emails, all of which have outstanding to-dos

5. Have a good filing system on your PC
Whether it's your email or folders, design and stick to an organized filing system
Don't do it by date. Do it by subject or person

6. Delegate and escalate
Learn to delegate and escalate and do it quickly
There are people who can help you – use them to help you do your work

Bottom Line: The secret to time management is not expensive note and time management type
 systems but by planning what you do and focusing on getting the job done.