

NPECA

Speeding To Effective Time Mastery
Working Smarter, Not Harder



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What is Time?



- It's a Resource
- It's a Paradox

Zadig: A Mystery of Fate



- What, of all things in the world,
- Is the longest and the shortest,
- The swiftest and the slowest,
- The most divisible and the most extended,
- The most neglected and the most regretted,
- Without which nothing can be done,
- Which devours all that is little
- And enlivens all that is great?

Zadig Answered "TIME"



- Nothing is longer,
 - Since it is the measure of eternity
- Nothing is shorter,
 - Since it is insufficient for the accomplishment of our projects
- Nothing is more slow to him or her that expects;
 - Nothing more rapid to him or her that enjoys

Zadig Answered "TIME"



- In greatness, it extends to infinity;
 - In smallness, it is infinitely divisible
- All men & women neglect it;
 - All regret the loss of it;
 - Nothing can be done without it
- It consigns to oblivion whatever is
 - Unworthy of being transmitted to posterity,
 - It immortalizes such actions as are truly great

How Long Is:



- One Year – ask a student who failed a grade
- One month – ask a pregnant women in the 9th month
- One week – ask the editor of a weekly newspaper
- One hour – ask lovers who are waiting to meet
- One minute – ask a person who missed the train
- One second – ask a person who avoided an accident



Albert Einstein

“Put your hand on a hot stove for a minute and it seems like an hour”

“Sit with a pretty girl for an hour and it seems like a minute”



While there is the noble art of getting things done
There is the noble art of leaving things undone
The wisdom of life consists of eliminating
the non-essentials

Typical Strategies



- Working faster
- Working longer hours

Better Strategy

- Can't do everything
- Must make choices
- Work smarter, not harder

New Habits

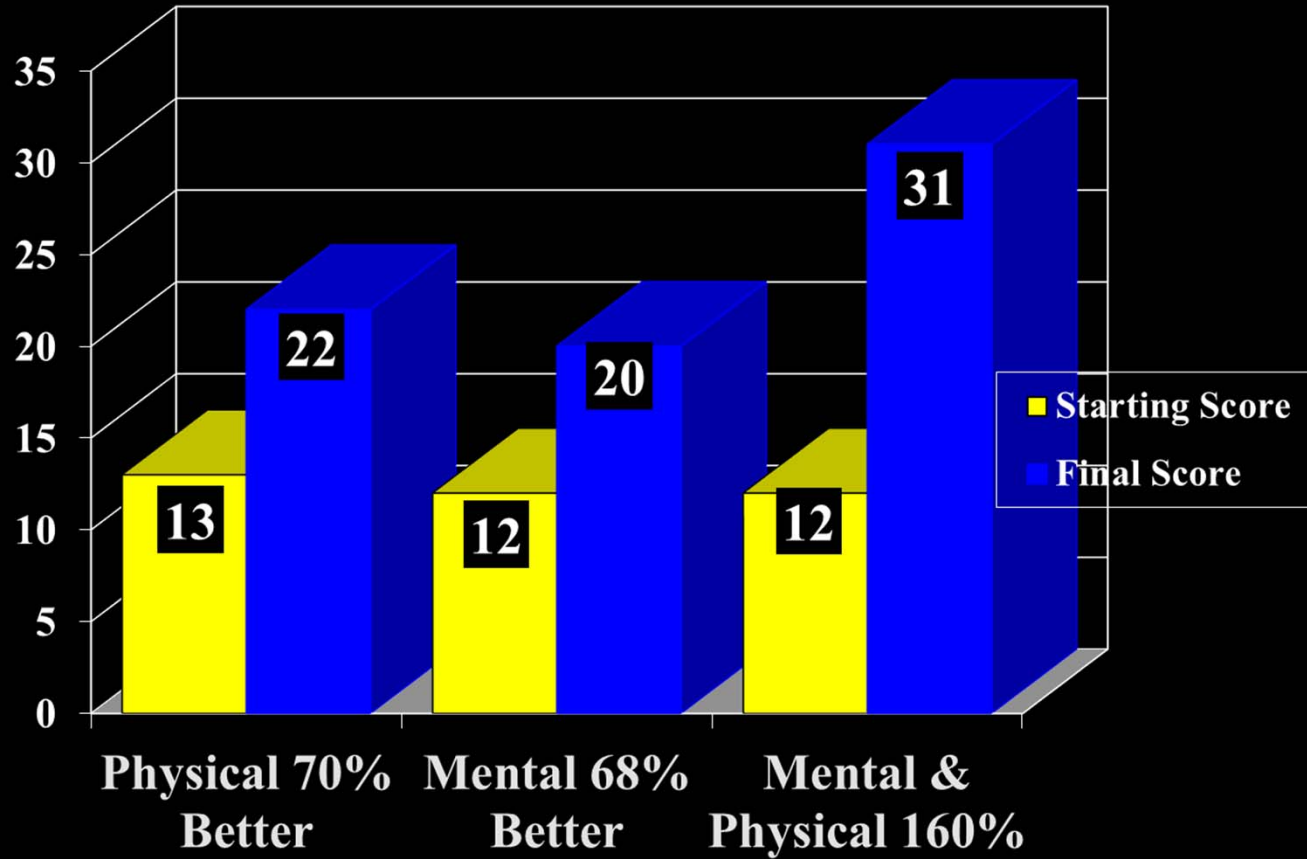


- Identify old habit
- Define new habit
- Begin purposefully
- Never deviate
- Ask for help



"Many of your work-related habits can be successfully changed in three days to three weeks."

Visualization





What Are The Benefits Of Managing Your Time More Effectively?



What Is The Single Biggest Reason Time Is Wasted In Your Organization?



What Is The Single Biggest Reason You Waste Time?

Attitudes



- Self-management
- Internal or external
- Time is life
- Success habits
- It's up to you



"Our ability to control our time is related to our attitude toward controlling our environment."





Criteria

Specific

Measurable

Achievable

Realistic

Timed

...and Written



"Well-developed
goals are SMART."

Aspects of Life



Family
Career
Social
Spiritual

Health
Leisure
Wealth
Personal





80/20 Rule

“Eighty percent of our activities produce 20 percent of our results, while only 20 percent of our activities produce 80 percent of our results.”

Urgent vs. Important



Saying "No"



- Use your schedule
- Tell them why
- Be honest, but firm
- Provide options
- Know why before saying "yes"
- Don't feel obligated



"You may be surprised at how reasonable people can be when you turn down their requests."

Conquer Procrastination



- Admit it; analyze it
- Consider consequences
- Take small steps
- Delegate it
- Use pep talks
- Reward yourself
- Make commitments



“Changing your do-it-later urge into a do-it-now habit requires positive action.”

Delegation Guidelines



- Plan first
- Responsibility/results
- Right person
- Authority
- Checkpoints
- Motivating environment
- Accountability



“Delegation is sharing responsibility and authority with others.”

Delegate Authority



- Level 1: Get the facts; I'll decide.
- Level 2: Suggest alternatives; I'll decide.
- Level 3: Recommend an alternative; I'll decide.
- Level 4: Decide; wait for my approval
- Level 5: Decide; act unless I say no.
- Level 6: Act; report results.
- Level 7: Act; report if unsuccessful.
- Level 8: Act, reporting not needed.

Handling Telephones



- Analyze
- Screen – voice mail
- Plan
- Set preferred times
- Cut small talk
- Timers (bttsoftware.co.uk)
- End the call
- Use alternatives



“Managing time spent on telephone calls and emails will enable you to stay focused and work more efficiently.”

Cell Phones



- 5 Hours per day
- After waking up - 89%
- Check 47 times a day
- Every 19 minutes
- 2/3 periodically unplug
- Only 1/4 do unplug



“Managing time spent on cell phones can be a severe time drain.”

Apps To Reduce The Connection



- Checky – check usage
- OffTime – check usage
- Onward – set limits
- Steplock – exercise first
- Dinnertime – kids cells



“Managing time spent on cell phones is becoming more important for effective time management.”



How To Directly Leave A Voicemail Message On A Cell Phone

- Use www.syydial.com
- Call 1 267 759-3425
- Input person's cell phone #
 - Listen to short ad
 - Their phone does not ring
- Leave message directly in their voicemail

Paperwork, Email, Social Media



- Resist junk mail, email, Facebook
- Analyze the flow
- Sort
- Tickler files
- Handle it once
- Schedule time for it



“There are only four things you can do with a document or email: dump it, delegate it, do it, or delay it.”



Study Microsoft & University of Illinois

Worker interrupted by email
Takes 16 minutes, 33 seconds
To refocus on work

Email Free Days
Microsoft, Google, IBM



Tasks Brain Has To Do When Multitasking

1. Take complex ideas you were thinking about and move into temporal memory
2. Clean out your working memory
3. Go to long term memory
4. Retrieve info needed for new task

Switch to another task, and start over, again!

Checking Communications



- Phone Messages – 2 X Per Day
 - Email – 4 X Per Day
 - Texting – Constant
 - Twitter – 4 X
 - Facebook – 2 X
 - Pinterest – 2X
 - LinkedIn – 2X

Quiet Time Ideas



NO...

- Telephone calls
- Texting
- Unnecessary talking
- Distractions
- Drop-in visits
- Interruptions
- Emails



“Scheduling quiet time is often an effective way to get things accomplished.”

Handling Drop-in Visitors



- Consider priorities
- Keep visits short
- Stay on track
- Meet outside office
- Go see them
- Appointments
- Rearrange furniture
- Open vs. Closed door



“If we allow room for the unexpected, we are beginning a strategy for handling interruptions that occur most often.”

Meetings



- Plan — organize
- Who, how many?
- Have an agenda
- Stay in control
- Take minutes
- Follow up
- Critique



“Although meetings are notorious time-wasters, they are also easy to control.”

New Habits



- Identify old habit
- Define new habit
- Begin purposefully
- Never deviate
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"Many of your work-related habits can be successfully changed in three days to three weeks."

Take Time



- Take time to work, it is the price of success
- Take time to think, it is the source of power
- Take time to play, it is the secret of youth
- Take time to read, it is the foundation of wisdom
- Take time to be friendly, it is the road to happiness
- Take time to dream, it is hitching your wagon to a star
- Take time to love, it is the highest joy of life
- Take time to laugh, it is the music of the soul