



Rose Coaching
Time Management
Stress Management
Work/Life Balance Strategies

Transforming the life you have into the life you want
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Quick high-level concepts for managing time

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Think of solutions that reduce or eliminate future tasks:

Example: Email reminder to CEOs on medical client survey.

Consider including a “I do not intend to answer survey” button in your survey requests. This way you know who “not to include” in subsequent “survey reminders”. If a significant number answer “I do not intend to answer survey” – group can consider eliminating survey or get answers in a different way.

Place “satisfaction survey” question at the end of the specific service or activity that is being used/done. For instance, if it's an on-line web application, please the “did you find everything you needed” question before they log out. This way, only the people using the service (and when the experience is fresh) are asked. Less likely of pestering people that aren't interested.

How to handle monthly chores/todo items

Block a certain day in the week (ex. Vacuum/dusting every other Wednesday) as a repeating task.

Do the vacuum/dusting during commercials on those Wednesdays

Fold the clothes during commercials on target Laundry day.....

Add important “fun” things as monthly calendar entries too --- everything that is important

Fun ritual with Margaret every 3rd Thursday or 2nd Saturday, etc.

Walk Crabtree Valley mall with parents every other Sunday

Stage setting for easy execution

Prep area for easy execution of “nice to have done” items.

Some examples: Place photos in a box near TV – so you can review while watching TV

Place batteries in the car trunk, so if/when you pass a recycling center during your normal excursions, you can just drop them off

Setup Forcing Functions in advance

Make an outside commitment to someone that forces you to accomplish your goals. For example: Just pick a calendar date for the “family/friend gathering to use the grill”. Can be in mid-summer or end of summer. Just pick the date now.

If you want to get to the office earlier, setup meetings with a co-worker at 9:00am, etc.

Sprints & buffers

Break large tasks into mini-tasks. Divide the tasks in such a way that they end at a pretty good stopping point. Schedule “buffer” time between tasks to handle inevitable interruptions. If no interruptions occur, you move directly to the next task. If something does pop up, you tell the “requester” when you are scheduled to complete your mini-task, and that you will follow-up with them at that time.

Since your tasks are now split into small mini-tasks, you won't be asking them to wait very long – and you will be at a good stopping point.

Timebox interruptions and distractions

Before getting involved in an interruption or distraction, deliberately announce how long you can spend on this item without affecting your other schedules. When that allotted time is soon to expire, evaluate the priority of completing it, the remain completion time, and the possibility of rescheduling it's completion either to someone else to at another time.

Sort as you Go:

Things in life are rarely "all or nothing". Same goes with your "todo lists". Your todo list will constantly change as you make progress on some things and dream of other things. There's no need to sort and prioritize the entire list. In fact – that's a waste of your time because your todo list will constantly change as you make progress on some things and dream of other things. Therefore, don't spend any concentrated effort to "sort the entire list". Just quickly scan and pick your Top 5. Once those Top 5 are well underway and/or completed, scan for your next Top 5.

Prioritize the "WHY" versus the actual task.

Make sure you remember the reason that task is on the todo list in the first place. Use the WHY for your prioritization method versus the actual task. For instance, "Clean out computer equipment out of room and get it on E-Bay" That may seem like a low priority. You've become used to the clutter in the room. It's not really in anyone's way. The task itself doesn't seem a high priority. It's not even a very exciting task and it's easy to put off. But if we focus on the "why".—for instance: The money is already earmarked for new replacement windows. AND Alan can get % of the funds for helping me out on this. And it will provide me some "quality time" with Alan and maybe even Amanda.

4D's

Delay - Just because something is happening "now" – doesn't mean that it's urgent. Sometimes delaying the tasks allow you to combine with something else down the line.

Example: I can go to Sears and pick this up today OR I can schedule a trip to Crabtree Mall – Sears along with some other errands AND meet mom & dad for lunch.

I can answer email as they come in (interrupting my day) or block out certain times during the day to focus on email.

Delete - sometimes delaying makes the task obsolete or irrelevant. Sometimes focusing on "the why" you're doing something versus the explicit task itself, provides a different perspective or solution that eliminates tasks. . Example: Your team normally sends out client surveys on their on-line tutorials and services to everyone in their database. You take much time sending out the surveys and reminder to everyone in your database to take the survey. When you go back and review the "WHY" – you remember that you just want to find out if the client got everything they needed in the on-line tutorial or service. Adding a simple question as the client logs out like "Did you find what you needed? If not, please tell us." – covers the essence of that goal. It surveys only the people using the product directly after their experience. It also eliminates the "pester survey" mailers.

Delegate – There's a perfect match for everything. If you're struggling and procrastinating on something – it may not be a good match for you....which means there's probably a better match out there. The dissecting into mini-tasks allows you to do that more efficiently and more frequently. You can keep the mini-tasks that you are passionate and inspired about, and hand-off other parts that others will find more beneficial.

Diminish - is just a combination of all of the above. Focus on only the steps that support your goal. Diminish your scope or focus. Do only the steps that are critical to your goal "now". Delay the others, Delete the others, Delegate the others....

About the author

Laura is a certified efficiency and business coach. Laura offers one-on-one career and life coaching, small group coaching, seminars and workshops.



She has been in the software and testing industry for over 20 years. She's worked with such international companies as IBM, Ericsson, Staples, Fidelity Investments and Sogeti in various client advocacy and project management roles. The techniques she uses in her business coaching and client advocacy work saved these companies both time and money, which resulted in on-time, quality product delivery with higher client satisfaction.

Laura now uses her client focus, project, quality and people management skills in her business and personal life coaching career. As a personal life coach, she helps people integrate their goals and dreams into their everyday lives. Laura uses creative and practical tools to help her clients realize what really matters to them in their professional careers as well as personal development. They then follow-through with project and time management techniques to create the reality they really want.

You can learn more about her at www.RoseCoaching.info and contact her at LauraRose@RoseCoaching.info