



TenStep Supplemental Paper

14 January 2004

Blueprint of Work

Organizations face some hurdles when managing their day-to-day functions at work. Prioritizing and executing tasks can be tough, and so can finding time each week to focus on high priority activities and execute them. Focusing energy on the "real" stuff rather than the problems that clog the working day is essential for perfect time management.

Brian P Moran, President of Strategic Breakthroughs, propagates four simple practices that help unclog the workday.

Blueprint of work

Most professionals spend more time planning a vacation than planning for business needs. It would be easier if they treated their business plans more like vacation plans. A blueprint of work serves three purposes.

1. **Fewer mistakes.** Chalk out the action plan in advance to plot the shortest route to success.
2. **Saves time.** According to an informal study, with an increase in planning time, the doing time decreased. Planning is the most productive time of all.
3. **An eye on the goals.** A performance plan serves a singular purpose - to keep the employee on the right track. To ensure focus on priorities:
 - Develop an annual plan.
 - Refocus that plan into a 90-day plan.
 - Anything due in the next 90 days become part of this plan.

Plan consistently

Plan on a daily and weekly basis. As a result, crucial strategic activities get defined. There needs to be a list of key initiatives that are critical to the long-term success of the business.

Time blocking

This maximizes effectiveness and guarantees control over time. Strategic block is an efficient time blocking method. Three hours of uninterrupted time, scheduled in advance, is a strategic block. Maximum productivity should be experienced during this time.

Scoring your performance

It is important to keep score of business activities. There are two levels to score performance - lead and lag indicators.

- Lead indicators are activities that produce end results. They measure how well a plan has been executed.
- Lag indicators are the end results that one strives to achieve.



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Both lead and lag indicators provide feedback, according to which the execution plan could be adjusted. Initially, these timesaving tips may not show the desired results, but do not give up. Eventually, you will be rewarded for your patience.