



## TenStep Supplemental Paper

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### Time Matters

Is your calendar full of business meetings, appointments, charity functions and planning sessions? Is your planner filled with must-dos like projects, reviews, financial reports, etc? Such a tight schedule is sure to cause fatigue, irritability, and stress and can reduce productivity and hamper performance.

Today, time spent away from work is regarded as off-time or down-time. Working around the clock is no longer considered unusual. However, professionals need some down-time in their lives. Spare time to unwind is a basic human necessity that cannot be ignored for long.

To start with, employees can cut out time-consuming activities that drain energy. Here's how:

**Delegate duties.** Delegate tasks to a colleague or subordinate who can do them as efficiently as you can.

**Refuse work.** You may be inundated with work just because you're efficient. However, you need to stand up for yourself and say "no" to tasks you can't possibly do.

**Cut down on meetings.** Skip meetings that you don't absolutely have to attend. Valuable time is often wasted in inconsequential meetings.

**Work without interruptions.** If office interruptions rob you of a couple of hours, shut the door and turn off the phone so that you can give your undivided attention to the task at hand.

**Clean the clutter.** An uncluttered desk reflects a clear and focused mind.

**Practice priority management.** Organize your time by making goal-achieving tasks your priority.

**Firefight crises.** Don't be caught up with unfinished projects, unreturned phone calls or unread mail. Learn to differentiate between what's urgent and what's important.

Effective time management gives you that extra energy and time you need to get back on your feet after a hard day's work. It also gives you the resources you need to handle the next big opportunity.