



# LEADING EFFECTIVELY AND EFFICIENTLY

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Managing Time Effectively

# LEAD OR BE LUNCH

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## MANAGING TIME EFFECTIVELY

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Sometimes efficiency can be boiled down to a person simply not knowing how to manage their time.

Time is one of the most important tools that you have at your disposal. You cannot gain any more of it, and time is wasted constantly.

It isn't about making every second count and keeping your nose to the grindstone. It is about making the most out of the time that you have been given.

One method of boosting efficiency on a personal level would be to **track and set a limit for yourself on how much time is spent on small and unnecessary tasks.**

A few minutes here and there each day can add up quickly. Saving yourself twelve minutes a day during a normal Monday-Friday schedule would buy you an extra hour each week.

What could you do with an extra hour?

Would you hit that deadline? Would you be able to get another sale?

Would you have more time for training and self-improvement? Could you finally organize your desk?

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Every little bit helps. Those who manage their time effectively will feel as if they are always ahead of schedule, while those who lack the ability to manage their time will complain that they are always behind.

Time management, once mastered, will be added to your repertoire as another great skill. If it is not under control, it will act as another thorn in your side.

Another method for managing time would be to **eliminate that which does not concern you.**

If an employee does not need your assistance or supervision with a task, then allow them to work on it on their own.

If a meeting does not require your presence, then stay out of it. When meetings begin to get off course and are no longer necessary, then close the meeting and focus on your daily tasks.

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