



MONDAY MOTIVATOR

CREATED BY PERFORMANCE STRATEGIES
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TIME MANAGEMENT

Welcome to another edition of The Monday Motivator. In this issue, we're going to explore TIME MANAGEMENT. We will start with Big Ben in Westminster, London, England.



ADDRESS: Big Ben, Parliament Square, Westminster, St Margaret Street, London SW1A 0AA TELEPHONE 020 7219 3000 Yes this famous clock has a phone number! Talk about class and prestige! Who winds this thing?

What is time management? As it turns out we can't really manage time at all. Time marches on no matter what we do. Every person has 24 hours per day to make any choices they want to make and do what they want to do or avoid doing what they do not want to do. Perhaps we would be better off calling this edition Personal Management. When we refer to "getting things done" the term "time management" comes up. The reality is we use time to keep track of where we are in

our day to day activities and to help us coordinate events that require more than one person to be in a certain place at a certain time. This is how every corporation or institution is synchronized. The same is true for every military function. Time, it turns out, is critical to the success of human endeavors from theatre curtain calls to the launch of a rocket or to where you are on the planet.

Let's look at a fast recap of what time is when we refer to it in the first place. A very long time ago someone noticed that the rising and setting of the sun repeated itself over and over. The same was true about the moon's various "phases." Around 1500 BC the Egyptians invented a device that allowed the sun to cast a shadow onto a calibrated circle called a "dial" and the "sundial" was created. It was an invention that utilized the movement of the Earth relative to the sun. The movement was so precise it was deemed predictable and thus



Invented circa 1500 BC, the sundial is still used to this day and it's more accurate than most clocks and watches.

the shadow pointed to the current time. We still use them to this day in gardens and park landscapes. Great advances in time-keeping were made by Galileo Galilei and especially Christiaan Huygens with the invention of pendulum driven clocks.



A pocket watch was much more than a time keeping device. It was a status symbol for nearly a century.

The rest, as they say, is history. Soon there were watches that could be carried in one's pocket, appropriately called "pocket watches." Following this, one advance after another came along to allow ordinary citizens to own and wear wrist watches and these came in a glorious array of designs. Some were status symbols and still are to this day.

Time accuracy is very important and today the correct time is taken for granted. Any ordinary cell phone can display the correct time and even resets itself for changes throughout the year. Yet many still wear watches because they grew up doing so. There are even modern wrist watches that are reset every night around 2am

by a radio signal that spans entire continents to update millions of properly equipped watches designed for automatic recalibration. So, what does time management really mean to us? We hear the term so often but we also realize that we can't manage time. Instead, we manage what we do with the time we have. We have come to use time to help us manage our affairs.

For example, if you're flying to another city you know in advance what time you must be at the airport. You also know that with very rare exception, the plane you are to be on will leave

without you if you do not arrive in time to board the aircraft and get settled in. So, to help us avoid this calamity we use watches, cell phones and clocks to help us be there “on time.” Some of us also use what is called GPS to help us get to the airport without undue delays. GPS units depend on time alone for their ability to determine where we are compared to where we want to go. Such systems use what is called Network Time Protocol. Finally, we have all heard of “atomic clocks.” These are the most accurate time keeping inventions of all. Cell phones are set to this calibration. Thus, for ordinary day to day activities just our cell phones and watches usually do the job very well.

Before electricity or batteries if you wanted to keep track of time you could use what came to be known as a sand clock. We refer to them as “hour glasses.” This is because the time it takes for all the sand to pass through a tiny opening between two glass containers is very close to one hour.

Getting back to self-management we come to a simple but critical reality called “choice.” This means making decisions that create the outcomes you want. Your goals and objectives depend on using time to the best advantage to help you achieve your desires before it’s too late to do so. So, let’s agree that time management is more about self-management than blaming time for what you did not get done. “I didn’t have enough time, I just could not find the time, my time got away from me.” will have to become “I didn’t make the right choices.” With this in mind let’s agree to list the most important steps we want to take to reach personal or professional goals below in the five most energy absorbing activities we engage in on a day to day basis:

| Focus | Activity | Time Required | Goal |
|---------------------------|--|---|---|
| Relationships with others | Time spent, truth told | Not sure | Be clear, be honest, be on purpose and focused |
| Health .. mine and family | Set goals and share them then do what has to be done to achieve them. | Whatever it takes. | Regain my optimum health diagram. Take my life back. Be in charge, Be healthy. |
| Career / Contribution | Do what I love, not what I’m a slave to. | Whatever it takes. | Be happy, be busy, be having fun, be making new relationships and be making a difference to others. |
| Money / Reward | Earn it, Save it, Invest it, and leave it alone. It belongs to an old person in my future. | Start NOW! Every delay is more lost income. A \$3 coffee drink daily is going to cost me \$12,100 in lost earnings over 25 years. | What are your goals for money? |
| Community | Donate time, wisdom, my dog or cat, kids causes, adult causes, events that help the community. | What I can afford to donate to the projects? What can I do to help my community? | Be happy to commit. Do not be sulking about how much I’m worth but just gave it away. Someone benefited by your kindness. |



Success is knowing where you want to go, when you want to arrive, how you plan to get there and what support you'll need to pull it off. With all that in place you still have to direct the process, navigate the path and communicate the mission to your support team. If you can do all this you have earned your “pilot’s license” in time management.

We have come a long way since the sundial. The watch you see here is one of the most modern timepieces invented to date. It is a pilot’s model Citizen Radio Controlled (calibrated) with all the dials needed to plan and navigate through the skies.

<http://www.slideshare.net/search/slideshow?searchfrom=header&q=Time+management>

Until next week, if you know of any business that would benefit with a little coaching in the areas of organization, time and task management, social media, sales, marketing, customer service, operations, HR, leadership or team-building, have them give us a call at 562-577-7000 or send us an email. We will keep you in the loop on how it’s going.

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Our consulting and coaching focus supports management, sales, customer service and operations. Included are sales and management assessment surveys as well as leadership, teambuilding, sales operations efficiency and online tracking projects. Our other team members bring additional disciplines as well. We will showcase them in future editions of this business journal. We are all committed to driving the results you want.



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