



MONDAY MOTIVATOR

CREATED BY PERFORMANCE STRATEGIES
MANAGEMENT CONSULTING GROUP

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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. This iconic landmark has been showing the time in London since 1859 and for good measure this 315 foot high clock tower has a 13 ton bell that tolls the hour, 24 hours a day and can be heard for miles in every direction. One could argue that keeping this clock running correctly is the real definition of time management. Other's would argue that the time is only a reference to help coordinate what is really important, which is task management.



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. 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 indicate where you are on the planet with the use of GPS satellites that function based on time.

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 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.



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



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. 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 as a way to help us manage our affairs.



For example, if you're flying to another city you know in advance what time you have to 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."

Before electricity, batteries or even watch springs if you wanted to keep track of time you could use 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. Today such devices are more for decoration than actual use.

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



The sand clock was very accurate as humidity did not affect it.

right choices.” With this in mind let’s look at a few tips to help us manage time more effectively.

1. Make a plan and work the plan. Do you like to start your day with a list of TO DO items? The experts tell us that such a list is not very efficient unless you group the items on the list as A, B and C.
2. A items MUST get done today before bedtime. There’s no option for not getting these items done.
3. The B items would be nice to get done but they may be able to be assigned to someone else to help out.
4. The C items do not have to be done today. They can be put off to sometime later in the week.
5. Finally, if you really want to get things done remember that time is a perishable resource. Once an hour is gone it’s gone. You can’t get it back.

In summary, time management is really about self-management. Let’s go back to that huge clock we call Big Ben (Really the name of the giant 7 foot tall, 9 foot wide behemoth of a bell inside the tower). To build that or to build a skyscraper or a huge ship would all depend on time management; at least that’s what we call it. Materials need to arrive on time. To accomplish this, parts need to be made on time. Shipments need to be arranged on time. Everything depends on timing. Success in business, particularly management, depends on time coordination.

If you would like to research further on this topic here are a few links to help you do it:

<http://www.amazon.com/Best-Sellers-Books-Time-Management/zgbs/books/2569>

<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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