

CONTROL YOUR TIME

Your time is your most valuable asset...you can't get more so you just have to use what you have better...so here are 3 tools to help you.

(1) Super Quick Time Study

In order to grow your business, you will need to carve 10 to 20 hour a week out of your busy schedule. Considering that you are probably working 60 to 80 hours, this may be difficult but should not be impossible. Once you have some time to invest in team building and marketing, you will see your business begin to grow. Let's find out where your time is going...

- Fill in the chart below to estimate how much time you spend per each day of the typical week working in your business:

Day of Week	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total	

- Fill in the chart below with the 5 to 10 tasks categories you do on a weekly basis. e.g. communication (mail, phone, email), delivery of products, bookkeeping, sales calls, meeting with clients, production time in plant, working front desk, etc. Also calculate the income and expense for each task area. The aim is to recognize what you actually generate in income for the expense to your business. Often you will find you are doing low expense work at the sacrifice of high income generation.

Task	Hours	£ Value per Hour (INCOME)	£ Value per Hour (EXPENSE)
Total			

- Re-work and re-figure the numbers in these tables until the **Total Hours** in both tables are approximately equal. This will give you a good picture of what tasks are consuming your time.

(2) Skill / Fun Matrix

- Now take the tasks and enter them on to the matrix in the relevant square using the skill v fun assessment eg if book keeping is a low fun and a high skill activity then place it in to the top left hand square of the grid. Use your own judgement against your skills and fun criteria for each task.

HIGH

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LOW

FUN

HIGH

Great. Now we can work out what to delegate first to your team and free up some of your time so that you can get working ON your business.

To ensure working ON your business is about the outcomes of having your coach, the next step is to keep track of what time is allocated each week, into the 4 key areas:

Technician	Basic operational work that others should be doing for you – the danger tasks!
Manager	Management functions including those relevant to training/developing your teams
You	Any time allocated to you, your family and rest...in other words away from work
Entrepreneur	This is the main function of coaching, so anything about helping you to work less, earn more, and achieve your dreams

To keep it simple these are colour coded on the worksheet for ease. It is recommended that you start using the corresponding colours when putting appointments etc in your diary. This will help you focus on the activity and alert you to minimise your time towards technician functions. The objective over time is to **reduce Technician and Manager time, and increase Entrepreneur and You time.**

Below is a Default diary. Have a go at completing that and test yourself how well you plan your time.

(3) Default Diary

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0700					
0730					
0800					
0830					
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Remember, time is your greatest asset.....invest it wisely!