



*Lesson #3*  
**Time. That's all I'll say**

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## This Week's Objectives

We are going to look at a time-management tool that I think everyone could use, try it out, and compare our way-successful results.

## About Time

If you could change one thing about your schedule, would it possibly be that you would add more free time?

I have a purseload of pretty good time management tips. Blah blah blah. So what?

Well. Let's take it to a higher level. I have learned the following about time management:

- ⌚ Time management tools are great. But the discipline of them is the real tool.
- ⌚ You do not have to be motivated to do something so don't wait for motivation. You just have to have a clear picture of how to start, how to continue, then just do it. If you *knew* you wanted it done, then the payoff comes to fruition after completion.
- ⌚ Paying more attention to where you spend (read as "waste") your time can help tighten up your productivity.
- ⌚ Schedule things that must be done. Tie them to a specific time slot on the calendar.
- ⌚ Time for *you* is critical. Gotta do it.
- ⌚ Stress is too-often tied to poor time management.
- ⌚ Some things are just out of your control. (duh)
- ⌚ About me? I am more productive and less wasteful of time when I am busy. What does that say?

Wow. That is insightful. I feel smart. Thanks. You're welcome. I am talking to myself.

### **Importance of Documenting Your Growth Ideas**

Before we get too far away from that brilliant list, are there any **RINGY-DINGY'S** that come from that list? If so, jot them in the **RINGY-DINGY** area at the end of this lesson. (*Lesson 1 describes **RINGY-DINGY'S** if you need a refresher*).

### **What Time Management Do You Do Well Now?**

If I were to bring you in to speak to a group of fellow women as an expert in work-life balance, what would you tell them about time management? What are your lessons learned about it?



### **One Great Tool: The Morning Kickstart**

(again, takes discipline)

The importance of time management shows most in your personal stress level. When you can get just a few critical items accomplished, you can focus more clearly the rest of the day. For that reason, dedicate a small chunk of time to getting something of importance out of the way early. Here is a way to do it.

### 1 – The Night Before

List 3 priority items that you would like to get accomplished on the following day.

### 2 – Sync with Others (ex: 7:30 am - 8:30 am) – Optional Step

Before you go too far in this assignment, let me clarify why this is optional. Many of us will be engulfed in work immediately and the entire purpose of the exercise becomes defeated. Mostly, it will rev up your stress right away by doing this step.

Please, **only do this step if** ... you have a job that absolutely does not allow you to pull away from work first thing. Otherwise, go to Step 3.

Spend **one hour** syncing with officemates, employees, administrative assistant, children, etc. This time is dedicated to being available, attentive, responsive to what is needed of you by the drama queens or others in your life, and stuff that may have erupted overnight. Accomplish some lighter tasks such as returning calls. In some cases, this time slot lets others know you are here and ready so that they are not as anxious when you become reclusive for the short period following.

### 3 – Your Kickstart Time (ex: 7:30 am - 8:30 am, or later if you did Step 2)

As if you were unavailable in an important meeting, you dedicate this slot of time to focused accomplishment of critical tasks. Disappear to the conference room or a library, or post a note on your door "on a telecon" so that you are not interrupted. Don't begin the day with ANY email. Pledge to yourself you will be opening it in an hour.

I call this Personal Productivity Time (PPT) and I turn OFF notifications like email ding's, and cell phones.

Pull out the to-do list from last night and select something that answers the following question:

If nothing else were accomplished today, what is something that I can accomplish in the next 2 hours that would make the day's productivity worthwhile?

*Key:* This is your time, and if you dedicate a simple 2 hours, or whatever chunk of time you think you can manage, to your productivity 2-5 times a week, you will be more efficient the remainder of the time. You would protect time like this for an important customer. Why not yourself!

**Your Challenge This Week:**

Try out the Morning Kickstart for the next 3 mornings where you can put it in your schedule. If you need to notify people that you will be unavailable for the short time, then do so.

Since your schedule may likely already be full, we may have to get creative with your dedicated block of PPT. Ideal, try to find 2 hours per day. Next best: 1 hour a day. Last choice: gotta get at least 1 hour in to try this method.

How did it work? Thoughts?

## CHICK CHECK

**A few questions to validate your feminine approach to this week's assignment.**

This is a great topic for **CHICK CHECK** because we often fall on our sword to respond to the wants and needs of others.

If you found the PPT to be painful, take a look at why that may be?

Do you undervalue your alone and uninterrupted time?

Do you feel like you are not worthy of it so it makes you feel guilty?

What are other areas you feel you could improve in as far as managing your time?

Start talkin', gal.

### My Ongoing RINGY-DINGY List

Items that come up throughout the course that you want to remember or task for yourself. Your "short list" of things that are working best for you or "AHA"s.

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