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[SalesVantage.com](#) >> [Article Archives](#) >> [Time Management](#) >> Nobody Can Manage Time

Time Management



Nobody Can Manage Time
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We are constantly hearing about time management. In actuality time management is impossible.
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We are constantly hearing about time management. In actuality time management is impossible. You can't manage time; it's going to pass no matter what you do. As I mentioned in my book, time helps us measure our passage through life, by creating markers for us. Therefore, the only thing that you can manage with relevance to time is your schedule.

Do you know how to prioritize to maximize your schedule? Can you realistically look at the tasks at hand and categorize them into urgent, important and routine? In order to maximize my schedule I keep lists. The most urgent tasks are listed on a sheet of paper that is strategically placed on my telephone keypad. Since the first thing I reach for in my office in the morning is my telephone, the urgent list is staring me in the face. It is tough to make calls when you have a paper covering your phone. Therefore, I have to address my most urgent tasks first.

My important and routine tasks are on another sheet of paper on my computer keyboard. This sheet also has to be addressed in order for me to use my computer. During the day as tasks are completed, I get satisfaction when I cross off different items. By the end of the day, I have taken care of my urgent projects as well as many of my important and routine ones. I spend the final few minutes of each workday reviewing my lists and making new ones for the next day. You also should keep a daily planner, either electronic or in physical book form, with you at all times during your business day. By scheduling everything from meetings to phone calls, to time for yourself, to time to address your listed items, you have a visual layout of your current situations. The more that you practice the skill of scheduling the more fluid your life will become. Of course we all have emergencies, but with proper scheduling many of those can, believe it or not, be seamlessly integrated into your "timeflow".

Do you make sure that you leave enough time between meetings? Are you cognizant of the geographic distances between sales calls or meetings?

Too often, people will make appointments in different areas of their metropolitan region, yet will not allow sufficient time to get from one location to the next. It's a good idea to leave flextime - extra time between appointments - for such things as traffic problems and longer than expected meetings. Additionally, it relieves stress and anxiety.

Are you aware of your peak performance times of the day and do you schedule accordingly? Are you a morning person or an afternoon person? Some people are better at one type of task in the morning and another type later in the day. For instance, I prefer making business phone calls in the morning, and I am more proficient at writing in the afternoon.

Make sure you leave yourself enough time to prepare for meetings, sales calls, projects, etc. Regulate your schedule and handle preparation time as if it were meetings. List preparation time in your planners and do not accept appointments during those times. It is a difficult practice to get into, but once you have mastered it, you become much more effective and efficient at sales calls, meetings and projects.

Manage your schedule so that you have time to relax. Poor schedule management can quickly lead to burnout. Relaxation is as important to your business as it is to your life and health. Viewenics tm shows you how important it is to relax. It enables you to view yourself as you constantly expend energy. As you spend more and more energy without taking stock of your own needs, you run the risk of depleting your fuel.

Stand back and look at how much energy you are sending out. It may be time to redirect some for yourself.

Procrastination is a schedule thief. Wasting the precious non-renewable resource of time catches up with everyone eventually. Shedding the habit of procrastination forces you to do away with the eventual frustration and pressure that comes with putting things off. Give yourself realistic deadlines and inform someone who can hold you accountable.

Learn how to say no. Close your office door. Screen calls and be diligent about needless interruptions.

The greatest value in proficient schedule management is the ability to maintain an enjoyable life now! In a discussion with my son a few years back I was observing the fact that in his twenty-fifth year he was struggling with a decision that many years before I was faced with as well. My comment to him was that today you may be twenty-five...but in the snap of a finger (or so it seems from the perspective of someone more than twice his age), you'll be fifty and "wondering" where the years went. By

managing your schedule the transition “through” time gives you control of your life and career.

Realize that habit changes usually take 21 days. Be persistent. Your new habits of getting things done, not procrastinating, prioritizing, using a planner to layout specific times for all your tasks and maximizing your schedule, will create a fresh and more relaxing way of life!

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