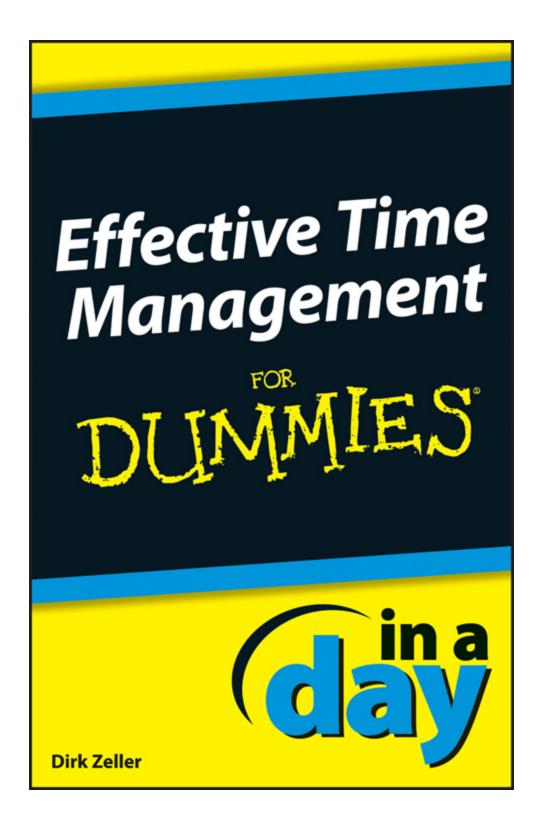
Effective Time Management



Dirk Zeller



Effective Time Management In A Day For Dummies[®]

Table of Contents

Introduction

What You Can Do In A Day Foolish Assumptions Icons Used in This Book

Chapter 1: Setting Yourself Up for Success

Getting to Know Yourself

<u>Assessing your strengths and weaknesses</u> <u>Identifying your rhythm to get in the zone</u>

Naming Goals to Give You Direction Following a System

<u>Scheduling your time and creating a routine</u> <u>Organizing your surroundings</u>

Overcoming Time-Management Obstacles

Communicating effectively Circumventing disruptions Getting procrastination under control

Chapter 2: Planning Your Tasks and Time

Focusing Your Energy with the 80/20 Theory of Everything

Matching time investment to return The vital 20 percent: Figuring out where to focus your energy

Getting Down to Specifics: Daily Prioritization Blocking Off Your Time and Plugging in Your To-Do Items

<u>Step 1: Dividing your day</u> <u>Step 2: Scheduling your personal activities</u> <u>Step 3: Factoring in your work activities</u> <u>Step 4: Accounting for weekly self-evaluation</u> <u>Step 5: Building in flex time</u>

<u>Chapter 3: Setting Up and Maintaining a Productive</u> <u>Workspace</u>

Streamlining Your Workspace

<u>Clearing off your desk</u> <u>Assembling essential tools</u> <u>Setting up a filing system</u> <u>Tackling piles systematically</u>

Keeping Clutter Away

<u>Handling papers once</u> <u>Filing regularly</u> <u>Taking notes that you can track</u>

Chapter 4: Defending Your Day from Interruptions

The Fortress: Guarding Your Focus from Invasion

Protecting your domain from walk-in intrusions Scheduling time offline

Secondary Defenses: Minimizing Damage When Calls Get Through

Delegating the responsibility Shortening or condensing the conversation Rebooking discussions for a better time

Handling Recurring Interruptions by Co-Workers

<u>The colleague with nothing to do</u> <u>The colleague who just doesn't want to work</u> <u>The employee who's wrapped up in his world</u>

Dealing with Interruption-Oriented Bosses

The seagull manager The verbal delegator

Working with Intrusive Clients

A bit of attention goes a long way

Setting clients' expectations

Chapter 5: Overcoming Procrastination

How Procrastination Takes Hold

Calling on short-sighted logic: "I have plenty of time" Avoiding the unpleasant: "I don't want to think about it now" Triggering your fears: "What if I screw up? What if I don't?" Paralyzed by perfection: "I'll wait until the time is right" Sabotaging at mid-process: "I've earned a break" Looking for thrills: "I work best under pressure"

Knowing Whether You Should Put It Off

<u>Considering the costs</u> <u>Knowing when to hold 'em</u>

Laying the Groundwork: Mindset and Discipline

Motivating yourself with the carrot-or-stick approach Recognizing excuses and shoving them aside

Chapter 6: Evaluating Your Progress

Surveying Your Results

Looking at measurable goals Evaluating qualitative goals

Tweaking Your System

Chapter 7: Where to Go from Here

Taking Your First Steps Visiting dummies.com More Dummies Products

Effective Time Management In A Day For Dummies[®] by Dirk Zeller



John Wiley & Sons, Inc.

Effective Time Management In A Day For Dummies[®]

Published by John Wiley & Sons, Inc. 111 River St. Hoboken, NJ 07030-5774 <u>www.wiley.com</u>

Copyright $\ensuremath{\mathbb{C}}$ 2013 by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <u>http://www.wiley.com/go/permissions</u>.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of John Wiley & Sons, Inc., and/or its affiliates in the United States and other countries, and may not be used without written permission. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc., is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit <u>www.wiley.com/techsupport</u>.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <u>http://booksupport.wiley.com</u>. For more information about Wiley products, visit <u>www.wiley.com</u>.

ISBN 978-1-118-49111-9 (ebk); ISBN 978-1-118-49112-6 (ebk); ISBN 978-1-118-49113-3 (ebk)

Manufactured in the United States of America

 $10\ 9\ 8\ 7\ 6\ 5\ 4\ 3\ 2\ 1$

