

Family Business: Time Management – Actions For Success

By Ronald P. Smyser

- 1) Set reasonable, achievable goals
- 2) Use a daily planner and weekly scheduler
- 3) List priorities daily – review/update the list frequently
- 4) Act on priorities, save the low priority “like to dos” for last
- 5) Do it right the first time - plan well ... prioritize ... implement
- 6) Develop effective and productive habits, discard others
- 7) Ask for help
- 8) Avoid unnecessary interruptions – e.g., “got a minute?”
- 9) Use effective meetings - not impromptu gatherings
- 10) Allow enough time to arrive early for meetings
- 11) Schedule time between meetings for reflection and planning
- 12) Focus on communicating clearly, precisely and concisely
- 13) Always seek a clear understanding of others’ expectations
- 14) Cut off idle chatter and those who chatter idly
- 15) Use the phone, voice mail and email effectively and efficiently
- 16) Network – help empower others to help you
- 17) Call ahead to confirm appointments
- 18) Handle papers once only

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Source: Spinnaker Leadership Associates, Inc.

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