

SOME TIPS TO SAVE TIME

How can you perform the same type of work in SEQUENCE rather than at different periods of the day? You save time in make ready; you work and think faster.

How can you reduce or eliminate interruptions-unimportant telephone calls, minor chit-chat, "important" items that can wait?

What activities should be grouped? For example: Do you contact individuals, or undertakes a series of related jobs more than once? Could these have been done simultaneously? Or put off and completed as a unit later?

How can you reduce starting and stopping time on important job activities?

Where do you need a deliberate change of pace to relax your nerves and your mental muscles?

Are high pressure tasks bunched too closely? Would your worries be fewer, your efficiency greater, if they were separated? Intervals of easier work can ease strain, relieve tensions, and also refresh you for the next tough task.

How can you increase the time span devoted for important task? Consider the possibility of eliminating personal time expenditures such as casual conversations, telephone calls in excess of a reasonable norm, family chores done on company time.

Where these personal time expenditures interfere, how can you shift them around so that they don't break up the sequence of your more important jobs?

Would you gain in over all efficiency if you moved completely controllable items to low pressure hours?

What proportion of time are you giving to contacts up the line, with subordinates to administrative duties? Is it what you think it should be? Or does your analysis – or visual estimate of the distribution of time allotments-indicate you are neglecting one or more?

Are you using **THE FASTEST** means of communication? Are you writing memos and letters when a phone call could do? Talking to individuals when a group talk would work faster?

Are you using the most ECONOMICAL means of communication ? Using the cloud or 'we transfer' options instead of sending documents by courier? Travelling when video conference options are available? Thinking of ways to save MONEY may suggest ways to save TIME.

Can you reduce the FREQUENCY of contracts with superiors and subordinates without jeopardising communications? Can you cut the frequency of other activities? Example: Dictate more but fewer time, make one phone conversation do the work of two (hold one item till a related item comes through and talk about both at the same time.)

Where can you do two jobs at once? Let your secretary or assistant listen in on more of your discussions, meetings and telephone conversation : attend more of your meetings. Let your assistants do the memos, write the reports and summarise the meetings, communicate with the OTHER members of your staff whom you brief on your activities.

Where does it appear you are hurried in making important decisions? Arranging to give them MORE time may be a time saver, keep important projects from being fouled up, save you the trouble of having to retrace old ground.

Ditto for the time you devote to basic policy basic policy and long range planning . More minutes of uninterrupted thought here can save hours later.

Are you SURE the important jobs you do can't be delegated to some competent subordinate? Are these activities the hard core of responsibilities you MUST do YOURSELF? The EASIEST way to save time is to stop using it on jobs others can do.

Are you underestimating the time you give to activities? The work you take home night or with you over the weekends, takes time. This is work your analysis and intelligent use of the check list may eliminate.

Back ground paper on programme on CREATIVE TIME MANAGEMENT BY
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