

# The Top Three Tools of Master Time-Managers

By Paul J. Meyer

*Would you like to be better at saving time? Would you like to get — and stay — on track to success? Would you like to increase your personal productivity? If so — if you want to be a master time-manager — then you need the tools of the trade!*

Master craftsmen each have their tools — tools that are an integral part of the craft. In the same way, masters of time-management have three tools that they cannot do without: goals, visuals, and delegation.

Goals are so important in time-management because they keep your activity on target to success. Of course obstacles may arise, but when they do, simply revise your goals to fit the changing conditions. Be creative and action oriented! When you organize time and efforts according to your goals, you feel a sense of elation and enthusiasm at the end of each day because you know that tomorrow is planned for your benefit.

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- At the close of the workday, make a list of tomorrow's high priority items. When morning comes, you will be ready to start.
- Work through items on your “Do List” in the order of priorities you determine. Accomplish your goals for the day.
- Set deadlines for reaching long-range goals. Plan your activities to complete intermediate steps on schedule. Then your long-range goals will be achieved automatically.
- Set overall organizational goals and organize your time to achieve them.
- Help co-workers organize their time by priorities. When everyone understands what needs to be done first, time is used with purpose.
- Set time goals for jobs at home and allow yourself a reward for success.
- When family members work together on a task, agree on the amount of time to use and the payoff for success. Then everyone is motivated to complete the work on time.

Visual reminders are an enormous aid in time-management because they give you a picture of your time. Making notes frees your memory for immediate concerns and provides assurance that you will not miss an appointment or overlook an important action. Planning in this way conserves more time than it uses and gives you a sense of satisfaction and well-being.

- Use a traditional or electronic “Do List” to keep track of activities that will lead to accomplishing your goals and enjoying whatever is important to you.
- Note in your cell phone, calendar, computer, etc. appointments, commitments, and plans for action steps to reach goals.
- Keep a “Conference Planner” — a sheet of paper or a folder — for each person you consult with frequently. Note items to be discussed.
- When several items have accumulated, take care of them all at one time, thus eliminating the waste of several conferences or phone calls.
- In your personal calendar, list events for enrichment or entertainment that will benefit you and your family. Schedule your business to include these activities.

Delegation is the ultimate timesaving tool. When you ask someone else to do a task and delegate the authority and responsibility to accomplish it, you free your time for more important activities. This will greatly increase your personal productivity.

- Carefully assess the worth of each activity that fills your day. Identify items of work that return low payoff. Then eliminate unnecessary items, simplify overly complicated tasks, and delegate the remaining items to someone else who can perform them at an acceptable level.
- When you delegate, judge results rather than methods. Allow people to accomplish work according to their own personal preferences or procedures.
- Provide information, support, and encouragement as people accept delegation. Give credit for work well done, and be generous with praise.
- Provide target dates for work to be done, and be sure the task is clearly understood.

With goal-setting, visual reminders, and delegation as your tools, you can be a Master Time-Manager!

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Since 1960, New York Times best-selling author and one of the founders of the self-improvement industry, Paul J. Meyer, has helped people effectively control, manage, and invest their time for the achievement of goals. To learn some of the techniques that Paul uses for managing his time successfully, order *Successfully Managing the Time of Your Life* today, available at [www.pauljimeyer.com](http://www.pauljimeyer.com).

