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100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

TWENTY– FIVE TIME MANAGEMENT TIPS

By Craig Lock

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I believe the key to effective time management is having a PLAN. Once you have done that, communicate your plans to others involved in your life (those nearest and dearest to you), or those people working with you in business.

1. Prioritise your goals. Set up the following:

* A weekly plan: Plan for a week at a time.

* A 'don't forget' list.

* A 'what now' list.

2. Focus on the important things – the things that really matter to you.

3. Throw out irrelevant bits of paper.

4. No matter what pressure you are under, try to control your stress level at all times.

5. Control interruptions (even a 'closed door' policy is not a bad thing).

6. Don't procrastinate.

7. Prepare a reminder list of essential details.

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8. Plan to get the routine tasks out of the way as quickly as possible.

9. Develop routines. Ask yourself this question: can any (procedures) be eliminated or speeded up?

10. Focus on one task at a time.

N.B:

10. Pat yourself on the back each day by reviewing your accomplishments.

11. Self monitor and self evaluate your progress on the way to your goals.

12. Set and keep deadlines for yourself and others (Don't "interrupt" yourself).

13. Learn to say "no" to others' demands.

14. Slow down for success.

15. Distinguish the really urgent from the seemingly urgent. Sort out low priority work. Put it aside for later or eliminate it totally.

16. Encourage others to get to the point on the telephone or at meetings. Without being too rude, of course!

Waffle less (I love 'em), yourself!

17. Respond less formally, but with more speed, eg. a hand-written compliments slip rather than a typed letter.

18. Make time for yourself to relax; because this recharges the batteries.

19. Delegate for success. Ask yourself the question:

Is this only something I can do?

If not, to whom can the work be appropriately assigned?

Is this person prepared now, or does he/she need further instruction to complete the task efficiently?

20. Provide clear and realistic expectations. Keep only the

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paper you need on your desk (if you are lucky enough to have a desk, that is!). Clear out irrelevant files. A tidy mind is an effective mind, but tidy desks are really rarely creative. Thank goodness I have an excuse then!

21. Communicate clearly to your sub–ordinates and co–workers. Hard if you are at the bottom of the barrel, like me! Get messages across clearly the first time.

22. Set aside time to mentally regroup, to think and to plan. Very important. Review progress regularly to see which plans are working and which ones aren't. Work with individual players and set aside time for individuals. Remember everyone is a unique individual with their own needs.

22. Have direction. Believe in yourself and what you are trying to accomplish. Review your skills periodically and pat yourself on

the back with your progress to date.

23. Take time out occasionally to assess your progress towards your goals and review where you are headed. Re–assess the effectiveness of your personal time management strategies.

24. Rest often with mini–breaks (Winston Churchill used this technique often taking "cat–naps"). Take care of your body and your mind – it's the only one you've got.

Finally (and most importantly),

25. Enjoy the journey down "the river of life" and
BE HAPPY.

Craig Lock

Craig Lock has had six books published on various subjects with another 12 manuscripts published on the internet. Craig's various books* (hard copies, CD's, "talking books" and e–books) are available at:<http://www.novelty–gift.com/> and <http://www.nzenterprise.com/4reel/>

The Functions Of Effective Management

By Jon Slocum

You may have used the word 'management' thousands of times at personal level in the context of

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leading a hassle–free life. Today this term is used at commercial level too. It has entered all spheres of human life and its popularity has reached an unavoidable stage. This can be accounted with the needs of the present socio–economic structure of every society. Management has been in great practice in the recent past though it is true that earlier it was practiced at a very subtle level. Now it has become a profession and one of the most over–rated characteristics in the economic sector. At personal levels also management has become an essential virtue. This is the reason that more people are taking tips to manage their life with efficiency and pleasure. It cannot be denied that all this has happened for betterment as significant progress is witnessed in all the economic sectors as well as personal domain.

In economic terms, you can describe management as the process of leading and directing all the parts of an organization or a business. It is basically done through an analysis and application of recourses (human, financial, strategic and intellectual). Management is an art to get things done correctly at right place and on right time. You can realize management as a very intrinsic quality that needs to be displayed with confidence at various extrinsic levels. There are many organizations, institutes and consultancy firms that offer management studies, training and tips. However, it entirely depends upon your observation and learning ability to make the best use of the studies. Following guidelines with discipline is a key factor in growing as a good manager. There can be nothing better than self coaching and it can only be accomplished when you are confident of yourself.

Management is a skill that is polished through regular practice and up–gradation. Understanding of the situation and determining the advantages and disadvantages is a primary task in management. An experienced manager will listen to suggestions and find a well–thought solution to some issues or problems. Management is also an art of balance between personal thoughts and influencing factors. Apart from personal management, every other form of management has to be directed towards group interest. Here lies the success of a manager and organization as a whole.

It would be beneficial to know that there are five functions of management. They are planning, organizing, leading, coordinating and controlling. You can understand that there is a need of dynamism for effective management. All these functions are directed towards the six separate branches of management that are categorized to facilitate the studies and application of management. Human resource, Operations management, Strategic management, Marketing management, financial management, and Information technology management

The one who manages various departments is called a manager. Every person is not blessed with this art of management but he or she can be a better manager with a disciplined approach towards learning management. Managers are responsible for all the planning and application of strategies. In an organizational set–up there is a hierarchy of managers who take care of all the management activities within and outside. CEO (he/she is the topmost authority responsible for the success and failure of the company. Sitting at the top of any management, every policies and activities pass through a CEO. Understanding the work of a CEO can give a complete insight to a management activity. Vice president, marketing (he or she is responsible for marketing strategies, advertising, promotions, sales, product management and pricing), Marketing managers and Promotion managers follow the footsteps

of a CEO.

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