

IS THIS YOU?



Structured Time & Workflow Management

Structured Time & Workflow Management (STWM) teaches you how to use structured time-management techniques to recover time that is unnecessarily wasted and utilize that time surplus to implement critical initiatives with Executional Excellence, increased productivity, reduced stress, and greater overall job satisfaction.

- Gain blocks of uninterrupted productive time.
- Learn how to gracefully negotiate utilizing Communication Arts and Skills.
- Enhance your ability to focus on the critical task at hand.
- Do more with less.
- Leverage the time recovered by increasing market share, share of wallet, and client retentions.
- Understand your biorhythmic energy cycles for better planning.
- Reduce distress and the feeling of being overwhelmed.
- Increase self-confidence, self-esteem, and job satisfaction through increased productivity.

How is STWM different?

It's not just another day planner.

Other time-management programs focus on being organized and managing a "to do list," but that's simply not enough. Organizations need proven solutions that connect the dots and produce permanent behavior change. STWM creates time surplus by addressing the core root of time-management issues: eliminating unwanted, unnecessary, and unproductive interruptions from Time Bandits.

Any time-management program that doesn't create more time is a waste of time.



The STWM Solution

The goal of the STWM program is to create time surplus, alleviate distress, learn lessons to utilize the time surplus for completing critical tasks, construct actionable implementation plans, and increase confidence and job satisfaction. The program's features include:



Time Locking

Requires the Time Bandit to agree to provide blocks of time during which the Time Bandit victim will not be interrupted.



Training the Time Bandits

Communication arts and skills for negotiating with the Time Bandit and gracefully articulating the benefits of Time Locking to the Time Bandit.



Focal Locking

Teaches to concentrate by bearing down on the task at hand to avoid the compulsion of distractions that would otherwise ruin the Time Lock.



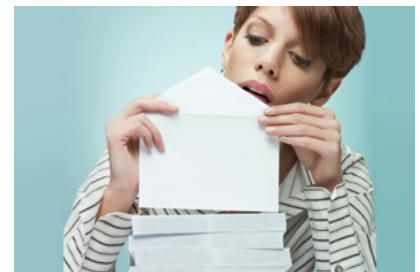
Critical Few vs. the Minor Many

The use and application of the 20/80 Rule becomes the compass and the roadmap for knowing what's critical and what's not.



Important vs. Urgent

Because we often make the mistake of perceiving what's critical to others is also critical to us, we must take into account this lesson when we do our 20/80 analysis.



Batch Processing

When the Critical Few and the Minor Many are determined, it's clear that if we perform Minor Many tasks that are homogeneous and repetitive in a batch, the momentum we generate from doing so would allow us to complete the tasks quicker and more accurately.



Hard vs. Easy

We can do almost anything when we have the energy and almost nothing when we suffer from fatigue and exhaustion. Therefore, it is critical to know how to plan around our biorhythmic cycles.



Step-by-Step Implementation Action Plan

No one would consider building a home or starting a business without a good set of plans that have just the right protocol.



Mutual Charter Agreement (MCA)

The Time Bandit and the victim enter into an MCA wherein performance commitments by the victim are made in exchange for the Time Bandit's cooperation with Time Locking and Focal Locking.