

# **Time Management**

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## **Time Management**

Resources
People
Time
Workshop
What are your own personal time bandits?

Key techniques that will allow you to manage time are:

- Time Locking
- Batch Processing
- Task Prioritization
- Planning



## Time Locking

There are two rules when Time Locking:

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nat are s	some guidelines that can help make Time Locking work in your situation?
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#### <u>Workshop</u>

List those activities that you feel you could Batch Process.

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#### Case Study for Task Prioritization

Your boss comes to you and says the CFO needs tracking information ASAP, but you have a sales meeting to conduct. How do you handle this?

#### <u>Planning</u>



#### <u>Workshop</u>

- 1. Take a couple of minutes and review the sample Time-Managed Action Plan on page 5.
- 2. Then, identify all your activities and look at the items you listed in the batch processing and time analysis workshop. Which activities can be Time Locked daily or weekly? Complete the worksheets on page 6.



# Sample Time-Managed Action Plan

Hour/Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 a.m.					
8:00 a.m.	Conduct sales mtg	Daily briefing	Daily briefing	Daily briefing	Team debriefing
8:30 a.m.	Attend mgr's sales meeting	1–1 coaching sessions	Scripting/ objections clinic/ sales round	Out of office – meetings Coaching & play	Attend manager's debriefing
9:00 a.m.	Follow up on				Op/admin critical voice- and e-mail
9:30 a.m.		Observe & provide feedback			
10:00 a.m.	pending sales, critical voice-				1–1 coaching or - skill building session
10:30 a.m.	<ul> <li>and e-mails,</li> <li>credit review</li> </ul>		Critical ops/		
11:00 a.m.		Critical voice-	admin issues voice- and e-mail		
11:30 a.m.	Scanning and e-mail		follow-up		
12:00 p.m.			Lunch	Lunch	Lunch
12:30 p.m.	– Lunch	Lunch			
1:00 p.m.	Observations &	Follow up on current play	Skill building sessions	Observations, feedback & joint calls	Observe/ feedback
1:30 p.m.	Feedback				
2:00 p.m.	Review stats & tracking, prepare for coaching sessions	Observe & provide feedback	Joint calls		Revise plays, prepare next plays
2:30 p.m.					
3:00 p.m.	Batch process noncritical voice/ e-mail/admin	Batch process	Batch process	Batch process	Batch process
3:30 p.m.		noncritical voice/ e-mail/admin	noncritical voice/ e-mail/admin	noncritical voice/ e-mail/admin	noncritical voice/ e-mail/admin
4:00 p.m.	Review stats Daily debriefing	Review stats Daily debriefing	Review stats Daily debriefing	Review stats Daily debriefing	Review stats End-of-week debriefing
4:30 p.m.	Daily planning	Daily planning	Adjust weekly plan	Daily planning	Weekly planning
5:00 p.m.					
5:30 p.m.					
6:00 p.m.					



## **Time-Managed Action Plan**

Week \_\_\_\_\_\_ to \_\_\_\_\_

Hour/Day	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 a.m.					
7:30 a.m.					
8:00 a.m.					
8:30 a.m.					
9:00 a.m.					
9:30 a.m.					
10:00 a.m.					
10:30 a.m.					
11:00 a.m.					
11:30 a.m.					
12:00 p.m.					
12:30 p.m.					
1:00 p.m.					
1:30 p.m.					
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2:30 p.m.					
3:00 p.m.					
3:30 p.m.					
4:00 p.m.					
4:30 p.m.					
5:00 p.m.					
5:30 p.m.					
6:00 p.m.					
6:30 p.m.					



### Action Plan

More	
Better	
Detter	
Different	
Different	
Less	

