

# Some Time Management Tips for Busy People

By Craig Lock

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We hope that the following short article may be informative and helpful to your e-zine readers, or on your web site. (There are a few amendments to this previously published piece). You have permission to publish this article (formatted to 60 characters, approx) electronically or in print.

"We share what we know, so that others may grow"

## SOME TIME MANAGEMENT HINTS FOR A BUSY LIFE

by Craig Lock

THE MOST COMMON TIME WASTERS, I believe, are:

1. Telephone Interruptions
2. Drop-in Visitors
3. Meetings
4. Crisis Management
5. Lack of Objectives, Priorities a Daily plan
6. Cluttered Desk, Personal Disorganization.
7. Ineffective Delegation
8. Attempting too Much at Once
9. Lack of Clear Communication
10. Inadequate, Inaccurate Delayed Information
11. Indecision and Procrastination
12. Confused Responsibility and Authority.
13. Inability to Say "No".
14. Leaving Tasks Unfinished
15. Lack of Self-Discipline

## MORE COMMON TIME WASTERS (IN RANK)

1. Planning (lack of).
2. Priorities (lack of)

3. Telephone interruptions
4. Disorganization/cluttered desk
5. Procrastination
6. Visitors
7. Lack of Self Discipline
8. Ineffective delegation
9. Attempting too much
10. Inability to say 'No'

### The 80/20 Principle

20% of activity gives 80% of results and 80% of activity gives 20% of results (known as the Pareto Principle).

- \* Focus on the important few activities, not the trivial many.
- \* Don't procrastinate
- \* The key is self discipline.
- \* "First we make habits, then habits make us."

"When we control our time, we master our life"

So take care of yourself and BE HAPPY

Craig Lock

This extract is from Craig's first published book HANDBOOK TO SURVIVE - a collection of writings on various subjects to help every man or woman survive in a rapidly changing, uncertain world. Craig's various books\* (hard copies, CD's, "talking books" and e-books) are available at:

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