



Time Management for Entrepreneurs

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Short Description of the Presentation:

Better time management leads to less stress and a more productive workday. There are massive amounts of information facing every entrepreneur today. The time management tools of the past simply don't apply. This presentation will cover five new ways to better manage your time.....in today's environment!

Five (5) Things to Help You Manage Your Time!

1. Start Where You Are

- Organizing and prioritizing your To Do list

2. Operation Clean Sweep

- ACT on items arranged in priority order
- Delegate items
- File it for future use
- Toss it

3. High Art of Filing

- Filing aid (colors, tabs, labels, etc.)
- On line filing (titles, folders, etc.)
- E-mail filing
- Physical filing

4. Managing Beforehand – Learning to anticipate the needs of your business to prepare for what you know is coming.

- Things you use often – put in place to save time in the future.
- Things you often need put within reach
- Things not often needed store somewhere else (off your desk)

5. Mastering Completion Thinking – Giving yourself acknowledgement for anything that you complete. Pause and refresh.

- Helps you focus on each and every task

More Low Cost Sources

- Use equipment fully (all that it does, not just what you know about)
- Look at résumés of employees showing abilities they have, but have not been used
- Associations that have resources
- Networking sites