



Part of the Washington SBDC Podcast Series

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Making Your Business Day Longer:

Time Management

How do some successful business owners seem to find extra hours in the day?

- 1) Audit your time. Keep track of how you spend your time each day.
- 2) Develop a to -do list **everyday** and prioritize it.
 - Don't procrastinate, especially on tougher jobs
- 3) Delegate jobs to others.
 - Divide big jobs into smaller jobs
 - Use time spent waiting to do other jobs is just time wasted
 - Don't give away small portions of your day to nothing, even a few minutes of the workday shouldn't be spent just waiting
- 4) Handle papers only once
 - If the paper needs to be saved, read it and file it
 - The largest pile should be in the trash can; many items can be read and discarded immediately
 - Don't look at something and decide to handle it later
- 5) Avoid interruptions
 - Insulating yourself with an assistant can help push people to respect your time
 - Do stand up greetings and be frank when you are busy
 - Don't stop the task at hand and lean back in your chair
- 6) Avoid OPM (other people's monkey)
 - You may be well-intentioned, but learn to say no to tasks that are not your problem. This ape eats huge chunks of valuable time.

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