

50 TIPS TO PLANNING & SCHEDULING YOUR TIME

Productivity Partners, Inc.

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PLANNING & SCHEDULING

The “Fire-Aim-Ready” approach is alive
and well 😊.

Consider this...
5 minutes of planning saves
30 minutes of doing.

So...for every hour you spend planning you
save six hours of time RE-doing!

Think about it!

And remember to always...
Clear Your Desk. Clear Your Mind.
Organize it.®



*A lack of planning on your part does
not constitute an emergency on my
part*

Sign in client office

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1. Plan with the end in mind
2. Identify the goal or purpose of a project.
3. Why does it need to be accomplished?
4. What are the major components (must do's)?
5. What are the minor components (might do)?
6. What are the action steps related to the components?
7. As a supervisor remember you are also a role model. If you're consistently late, your employees are taking note.
8. The way you set your schedule is the result of your habits...good or bad.
9. Try keeping a time log. It's a great way to chart how you use/spend/waste your time!
10. Set your time log up in ½ hour segments and keep it for at least a week.



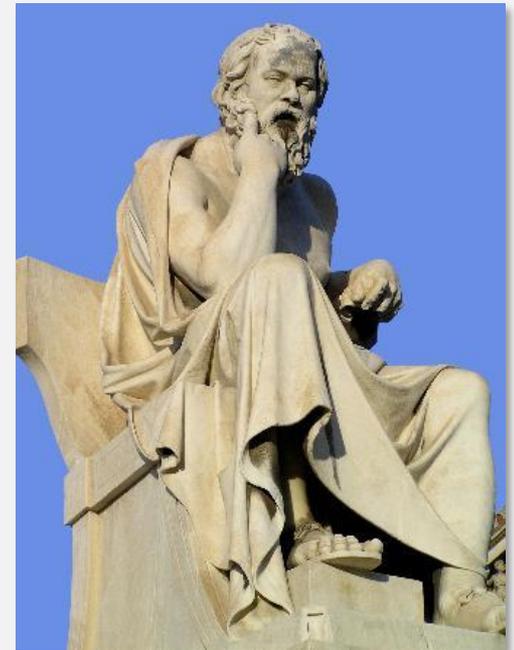
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11. Analyze how you spend your time by putting events into major categories. It's amazing what you learn about where you spend your time.
12. Remember the Pareto Principle (80/20 rule). 80% of your results come from 20% of your time.
13. Schedule work so that you get the most return on your time.
14. Group similar activities together. For example, run all errands on one day.
15. Be selective on *how* you spend your time.
16. Be targeted *with who* you spend your time.
17. Decide what type of planner you want to use...paper/electronic.
18. According to Crisp publications, there are 4 types of planning. Be aware of them when it comes to improving your own planning skills (see next page)
19. *Future* planning is getting geared up for events that haven't happened yet (going on vacation, having a baby, etc.)
20. *Here and now* planning is trying to change present behavior (staying on a diet, getting organized).
21. *Follow the leader* planning is modeling after what others have done.



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22. *Analytical* planning is step-by-step analysis of a problem, reviewing alternate solutions and selecting the best solution.
23. Make planning a ritual of uninterrupted time.
24. Always, always, always put specific tasks directly in your calendar.
25. Use only one calendar. Use only one calendar. Use only one calendar.
26. Coordinate with others when necessary.
27. Keep your calendar with you at all times.
28. Break larger activities into smaller, manageable parts.
29. Plan to finish complicated activities before you are too tired.
30. Plan your schedule to work on parts of you project a little at a time. It's usually more productive than working on a project in a marathon-like fashion.
31. If you know what's next, you can plan and prepare yourself.



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32. The hardest part about getting started is getting started. Plan on doing the thing you dislike most first, otherwise it will drain the most energy from you...and you'll procrastinate getting started.
33. Double the time you think it will take to do something. Build time in for the unexpected!
34. Anticipate. Especially problem areas. Have a 'Plan B'... it's as important as 'Plan A'.
35. Plan in real time...not 'maybe' time.
37. When you plan and schedule for a following week, pay particular attention to sequencing.
37. If you hurry the planning or scheduling process, you may under-estimate the time you need. This means unnecessary stress later.
38. Be realistic by making space in the schedule for breathing time. Running from thing to thing and being stressed is neither productive or healthy.
39. Reflect on how long it took you to complete an activity. Use this information in your future planning.
40. If you fail to plan, you plan to fail.



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41. Make sure you schedule not just deadlines, but regular, interim review dates far ahead of schedule.
42. Set your OWN deadlines.
43. When you plan for an event, such as a wedding or reunion, know what your next step and time frames need to be.
44. When planning for your goals, know what your next step and time frames need to be.
45. Mentally organize yourself. Envision needed steps to planning.
46. Schedule fun time by prioritizing socializing, exercise, etc. This is as important in your self development as any other activity.
47. Use the first 15 minutes of the day to review your plan and prioritize your day. No email.
48. Look at your calendar on Sunday evening to see what is planned for the upcoming week.
49. Strive for balance between work, family time, personal development and recreation.
50. Now get to planning!

Thanks for your interest!

Keep reading...



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Cynthia is founder and President of Organize it & Productivity Partners, Inc. a leading provider of training & coaching in the topic areas of time, information & decision-making management.

She focuses on the principles, strategies & behaviors that help decision-makers & their teams improve focus, sales, profitability & overall job performance.

Cynthia is a productivity coach, facilitator & subject matter expert in the areas of time and self-management. This distinction enables her to work with clients on process, systems *and performance improvement*.

Amazon Best Seller

