

ABC's of Time Management

As a business leader, every day is different. You're busy from the time you get in the office until you go home. Use these tips and checklist to start managing your time and focusing on the right tasks.

A Assess priorities.

While not every task is a priority, many of us write our to-do lists as if every task is equally important. Every morning, mark each task on your list with an A, B or C to identify the priority level. Complete all As first before moving on to the Bs to ensure you're not diverting time and energy away from the activities that drive your business.

B Block your time.

Schedule yourself 60 to 90 minutes to focus only on your A-list priorities. During this time, don't do anything outside of what you planned. It's easy to get pulled away from your priorities to deal with emergencies as they arise.

C Create consistency.

Consistency is the mother of habit. And habit—specifically good habits—are vital to success. When you consistently focus on your priorities and block your time every day, you'll create a habit of success, helping you get more done each day.

D Delegate.

Many people feel compelled to take on every task, but when you're busy many of the less important, non-revenue generating tasks become the biggest consumer of your time. Delegate these tasks to an assistant and free up time to focus on priorities that drive your business.

E Explain expectations.

As a leader, people will place demands and expectations on your time. If you want to take control of your day, it's vital to explain your processes so your agents and clients can gauge their expectations. Keep them in the loop and make them aware of your schedule to help them set realistic expectations.



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