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February 23, 2007

61 Time Saving Tips: Keeping you, your co-workers, and your family on-time

Want to know if you are a time saver or time killer? Answer these three questions:

- Is your tight work schedule forcing you to forego your daily exercises?
- Do your clients complain about delayed deliveries?
- At tax-filing time, do you have to search for all the bills and important documents?

If you've answered yes to even one of the above questions, you probably aren't managing your time wisely. The average person spends less than 7 hours of their day productively. The remaining time is typically wasted leaving us overwhelmed and stressed. So how do you squeeze an extra hour here and there? How do you achieve more in less time? Here are 61 time saving tips to help you get the most out of your day.



Time Saving Tips on the Job

1. You DO have enough time for everything. This is the first thing you need to realize. You feel pressed for time because you misuse it. Do you surf the web or watch TV just because you are bored? When you're stretched for time, these activities will only worsen the situation. Turn off the TV, shut down the computer, and complete whatever task you are delaying.
2. Prioritize your tasks. Most people spend 80% of their time trying to complete 20% of their tasks. You could set aside ten minutes every day to plan your day's activities.
3. Create and keep your "To Do List" handy. Don't skip over the difficult items when checking to see what needs completing next.
4. When you plan your schedule for the day, ensure that you leave 20% of your day free. This allows for [emergencies](#) and

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interruptions.

5. Do large, time-consuming tasks scare intimidate you? Break them into smaller tasks and work on them one at a time.

6. Get it right the first time. Take your time to do a quality job. It may take more time to complete the task, but there is a lesser chance of errors. This way, you can avoid making time-consuming corrections.

7. Reward yourself. Whenever you complete important tasks within a stipulated period, give yourself a little treat. This will give you an incentive to complete work on time.

8. Avoid guilt. If you didn't do something at the time you assigned yourself, try to reschedule it instead of feeling guilty. Guilt pangs are a waste of time.

9. Avoid thinking of work on weekends.

10. Eat light, especially lunch. This will ensure that you don't get sleepy in the afternoon.

11. Multitask. Jobs that are not too critical and don't require 100% concentration can be clubbed together –exercise while you catch up on your favorite program, or cut coupons while talking on the telephone. At the office, you can send routine emails while talking on the phone. Multitasking frees 30-60 minutes of time to be used later in the day.

12. Avoid perfection. You are only setting yourself up for defeat. When you try to bring perfection to difficult tasks, you will only end up avoiding them.

13. Work now, play later. It's human nature to want to do the fun things first. Train yourself to complete the work at hand before you let your hair down.



14. Try and complete similar tasks in the same block of time. Does your job have you making a high volume of sales calls everyday? Try to make all your phone calls in the same time period. Avoid having to retrace your steps to perform a redundant task you could have done more productively at an earlier time.

15. Prepare. Have to reach office at 8 am? Doesn't help if you get out of bed at 7:30 am. You must give yourself some buffer time to cover unexpected events – like a sudden traffic jam.

16. Get a good night's sleep and plenty of exercise. This regimen will improve your focus and concentration, which in

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turn, helps you be more efficient and productive.

17. Don't take work home and vice versa.

18. Track time. Keep a diary detailing all the tasks you perform in a week. At the end of the week, check the diary to see how much time was spent doing what. See if you can employ your time in a better manner.

19. Once a month, schedule a few hours to pay bills make necessary phone calls.

20. Take a time management course. Most of us could do with some professional guidance on how to optimize our time.

21. Take a break. Stress is a fact of modern work life. If you feel your stress levels have risen too high, take time off to let off the steam. Too much stress can derail your attempts at getting organized. You could exercise a bit, or even take a day off.

22. Write notes to yourself. This helps you stay on track and ensure that important work gets done.

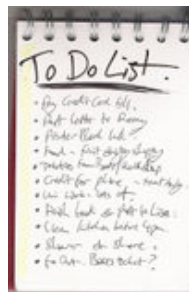
23. Avoid nonessential tasks. You must consider your goals and schedule before you accept additional work.

Working with your Colleagues

24. Play time games. Games are fun and people love that element of competition. Set deadlines for tasks and see who delivers the best quality product/ service within the stipulated time.

25. [Commend](#). Every time somebody completes work on time ensure that you show your appreciation. You could have an employee of the week contest where the employee who completes all tasks on time for the entire week is accorded recognition and praise.

26. Create a work chart for an entire week. This way everyone knows what they are doing tomorrow and don't have to twiddle their thumbs and wait for instructions. Don't bother with extremely detailed schedules – it's a waste of time and can be [confusing](#) as well.



27. Discourage long telephone conversations. The office is meant for working, not making social phone calls to family, friends and acquaintances.

28. Make your office techno-savvy. Get the most up-to-date equipment to help you and your colleagues complete work faster. A small investment of \$1,000-\$1,500 in equipment can save you tens of thousands of dollars in staff time.

29. Get your colleagues to clean up and clear out the office on a monthly, quarterly or semi-annual basis. Go through and organize your papers, files and folders and throw away any unnecessary paperwork and correspondence.

30. Chatty colleagues not only disrupt their own schedules, but also prevent you from completing your task on time. Get them to correct their habit or red flag them when you are working on meeting deadlines.

31. Match tasks to capabilities. Each employee in your organization has certain innate talents. Tap them by ensuring that each person performs task that he/she is good at. Research shows that employees [perform](#) better when they are assigned tasks they enjoy doing.



32. Avoid unnecessary meetings. If something can be resolved without a meeting, do so. And where unavoidable, create a strict agenda for the meeting and stick to it.

33. Introduce the email culture. Avoid phone calls between colleagues. Wherever possible, ask your colleagues to contact you via e-mail. Ensure that the e-mail communication is clear, crisp and concise.

34. Standardize. Regular tasks like sales letter-writing can be standardized to avoid delay.

35. Encourage [delegation](#). If there is some job that can be done by someone else, pass it on.

36. Encourage exercise. Ask your colleagues to take a 10 to 15-minute break during the day for some exercise. It's best scheduled for the afternoon when people tend to get a bit drowsy. The exercise session will perk them up and keep them going for the rest of the day.

37. Ensure that your colleagues bring problems to you as soon as they detect them. The sooner the issue gets resolved, the faster the task gets completed.

Saving Time at Home

38. Start your day 15 to 30 minutes earlier. It may be difficult initially, but you'll be gaining that much extra time in your day.

39. Set out your work clothes and pack your lunch at night.

40. Have kids? Teach them to clean up after themselves. Show your kids how to maintain their own rooms and reward them for doing so.

41. Share household responsibilities with your children and spouse. This will save time, reduce your workload and help your children develop a sense of responsibility.

42. Create a [routine](#) for the children – especially sleep time. This will give you free time at home to tie up all the loose ends.

43. Is your family just getting the hang of your time [management](#) schedule? Set a timer to go off when it's time to switch tasks. This will help them stick to their respective schedules. They will also get an idea of how long it takes to complete each task.

44. Keep phone numbers, and other emergency information in an easy to find place, like the on the refrigerator, or near the phone. In case of emergency you will not have to waste time running around for information.

45. Limit grocery shopping to once a week.

46. Plan your weekly menu. Decide what to cook every day of the following week and shop accordingly. This can save a lot of time.



47. Cook big meals – stews, soups, roasts anything that can be had for more than a day.

48. Try not to compulsively clean. It is far more important to relax a bit each day than to live in an immaculate house.

49. Avoid unnecessary trips to the bank. You waste nearly 20 hours a year when you stop at the bank every two weeks to withdraw money. Save that time by withdrawing enough cash to last until you receive your next paycheck.

50. Get your own coffee. You waste precious time by stopping at the convenience store for coffee on your way to work. Brew your own while you're getting dressed and save time and money.

51. Married or living in? Try doing things together. This not

only brings back the spark into your relationship, it also helps you save time by completing tasks faster.

52. Modernize your home. Food processors, washing machines, dish washers, microwaves – use all of them to save time.

53. On the weekend, get your things ready for the next week. Make sure you have five/ six clean, pressed outfits for the upcoming week.

54. Avoid a huge wardrobe – choosing your work wear becomes very tough and time consuming. Try to limit yourself to three or four colors and ensure that the everything goes together. Keep your colors for the weekend.

55. Get organized. Create a place for everything and ensure that everyone in the family keeps things in their right places. This will save time that would otherwise be spent searching for something.

56. No emotional attachments to junk please. If you don't need something, just get rid of it. It clears the clutter in your home and reduces the time required to clean up.

57. When you're done washing your clothes take them directly from the dryer and hang them up immediately to minimize the amount of time you'll have to spend ironing.

58. Say no. You don't need to always be polite and politically correct. There are a lot of demands on your limited time, so avoid unnecessary wastes. For instance if an acquaintance wants you to attend a party with him/ her, and you don't want to go, you must say no. You may hate having to turn down people – but realize that saying no frees up time for things that are more important.

59. Be organized. Keep your receipts and bills together. This saves a lot of time and effort when it's time to file taxes.

60. Stock up on supplies. Keep certain basics such as stamps, envelopes, notepads and pens in your desk.

61. Don't get discouraged if your time management system doesn't work wonders immediately. It may require a little trial and error before you hit the right path.

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Comments

How horrible. Could you imagine actually living a life as this article describes!

Posted by: [Jenny](#) | Feb 23, 2007 5:41:17 PM

>How horrible. Could you imagine actually living a life as >this article describes!

>Posted by: Jenny | Feb 23, 2007 5:41:17 PM

You don't have children, do you?

Posted by: [Rob3rt](#) | Feb 23, 2007 6:03:46 PM

Those comments are precious to me and I will practice those in my life. Time is really precious.

Apart from that, project need a person to get things arranged by knowing the responsibilities of each person and sorted in time descending order. Thanks again.

Posted by: [G LU](#) | Feb 23, 2007 6:13:34 PM

I have children, and I agree with Jenny's comment about how horrible this sounds, when all put together. We're not robots.

Posted by: [J](#) | Feb 23, 2007 7:21:31 PM

Wow, you know what, if my life was so hectic and had a career that necessitates I live my fucking life like this every day till im 65 or whatever, I'd just fucking shoot myself. That's not life, that's slavery to the almighty fucking dollar. Fuck money

and get a life people.

Posted by: [Not a slave](#) | Feb 23, 2007 7:25:09 PM

So long of list..I can't live based on your list. can you?

Posted by: [Riky Kurniawan](#) | Feb 23, 2007 7:34:56 PM

Wow, you people are hostile. You don't have to incorporate *all* those suggestions, but if you find yourself in need of 30 or 60 extra minutes per day, you could try a few of them. If you don't like them, don't do them. But don't be so angry about it. Life's also too short to get so bent out of shape about a blog. Peace (yes, really).

Posted by: [Reagan](#) | Feb 23, 2007 8:04:23 PM

This is not as bad as it sound. In my case I do almost half of them because my parents teach me them since I was a little child. When we aren't use to do some things at first can be a big challenge, but after a little while after doing it over and over it became a routine and you will be doing it at an unconscious level so you would not became a Robot.

Posted by: [Rob XD](#) | Feb 23, 2007 8:08:22 PM

lol. You haven't managed your time too well. You must have wasted hours to come up with this list :P

Posted by: [kanzo](#) | Feb 23, 2007 8:31:56 PM

Great list! The only point I don't agree with is tracking your time in a diary. That is a huge time sink. If you're really unorganized, then maybe do it for one week, but a perpetual diary takes a lot of time to maintain and review,.

Posted by: [John](#) | Feb 23, 2007 9:35:44 PM

Hello Mr Christopher

Posted by: [Bob](#) | Feb 23, 2007 9:54:38 PM

If you don't follow these rules, you're fired!

Posted by: [Donald Trump](#) | Feb 23, 2007 9:56:10 PM

Actually, I find these tips very helpful.

Sometimes I need to free up 24 or 36 hours from a friday afternoon till Sunday morning in order to go on a long acid trip

or smoke enough 5-MeO-AMT to get the good visuals.

Time management is a critical skill, and just because you don't procrastinate doesn't mean you're a robot.

You can use the time you save to write poetry, take drugs, or make art.

Posted by: [Xocoatl](#) | Feb 23, 2007 9:58:29 PM

I actually have issue with this too - unless you are a Doctor...who cares about work. We (well you) as a society spend to much time worrying about work.

Who cares if something gets done today or tomorrow unless saving a life is at hand? I do tech support - think I really care if a pc isn't setup that I got a days notice for? I am not going to spend my time worrying about getting things done and not having a little fun during the work week and I am sure as hell not going to spend my weekend getting things ready for next week!

Here are some better tips

- 1 - Prioritize - family, friends, health, happiness, eduction, work - in that order - everytime.
- 2 - At work, personalize your space - make it feel homey and fun to you and you will be more productive than sitting in a stark cubicle
- 3 - Don't forget in the grand scheme of the world, your job probably doesnt matter so don't freak out that your TPS report is going to be 10 minutes late...only problem is your boss probably thinks his job is the most important in the world.
- 4 - Work the hours you are paid to - if your paid 40 hours, work 40 hours. If you job is not do-able in 40 good work hours then part of your job needs to be off-loaded to someone else
- 5 - During those 40 hours, work hard AND play hard - if a friend as you to lunch - GO! and enjoy being out of the office
- 6 - RELAX - if you run around stressed out, your going to stress the folks around you and now everyone is up tight....relax - take a deep breath and smile...if you cant smile at work you probably need a new job.

Posted by: [Jon](#) | Feb 24, 2007 1:21:24 AM

ps #9 clashes aganist 38-61

Posted by: [jon](#) | Feb 24, 2007 1:25:06 AM

The basics of life are usually pretty straightforward.
Honor and personal integrity and honoring one's promises.
Woody Allen's quote was that "99 % of life is just showing up."

Posted by: [Jerk Bosses](#) | Feb 24, 2007 1:29:58 AM

This is GREAT list for my employees to live by.
I, on the other hand, don't need to. I ENJOY life.

Posted by: [Stephen Colbert](#) | Feb 24, 2007 4:16:33 AM

I guess I'm a robot. I've done lots of these things for years, never have anything hanging over my head and am never stressed. That makes room for lots of fun, too. Was also surprised at the strong responses. If you're life is working great, just ignore it. If not, maybe a few of them will help...

Posted by: [Steve](#) | Feb 24, 2007 5:51:34 AM

Multitasking makes you stupid. Instead of doing one task well at a time, you do 2 or more badly over more time and can easily become confused. Anyone that thinks they can multi task well is suffering from a delusion. Further reading:
<http://www.careerjournal.com/columnists/workfamily/20030228-workfamily.html>

Posted by: [alf](#) | Feb 24, 2007 6:53:09 AM

Wow, you have a very streamlined life. Congrats, I guess...
I'll just hope that you don't force your standards on other people - they might not agree with your priorities.

Posted by: [phaze2](#) | Feb 24, 2007 9:09:24 AM

Steve said: "Multitasking makes you stupid."

That statement is called a generalization. For me, I can wash dishes and talk to friends on the phone wireless headset, both at the same time. Neither task suffers, I don't do either badly or become confused. I can drive a car and listen while listening to the radio news. I jog on a treadmill and watch an admittedly dumb TV show each night for 30 minutes.

The name of this site is Project Management Source. If part of your job is to manage and control a project, you'd be hard pressed to not learn and study time management. That's what this list is for: ideas (not rules) on how to think about time effectively.

Posted by: [Scott](#) | Feb 24, 2007 11:21:16 AM

At first you think this is Crazy. How can A person ever be that organized?

but believe me you can try it for two weeks and you'll see.
it will be hard for you to manage your time the first week, but
as days pass it will come to you naturally.
try it at no risk and you'll see

Posted by: [Ali G](#) | Feb 24, 2007 1:35:07 PM

Tasks are better done alone. From the examples you gave. Try washing the dishes with out being on the phone, and compare how clean they are and how long it takes to when you are on the phone. Also perhaps your conversation would be more enjoyable if you spared more of your attention. As your attention is divided when you wash dishes and talk on the phone, just like people driving while talking on a cell phone, you probably miss things that you don't expect to see.

As far as listening to the tv or radio, this is a passive activity and not a task as you are not doing something, and probably like myself, not thinking to much when watching tv. See rule 1 on this page.

People who multi task cause problems for themselves and those that have to work with them. Plus it's just rude to be doing something when you are talking to someone.

Great list by the way, other than the multitasking item.

Posted by: [steve](#) | Feb 24, 2007 4:12:31 PM

So many angry responses! Not that I disagree completely. This list is more to provide guidelines for someone dealing with a few problems with time management than to tell someone how to reorganize their whole life by following every single thing on this list. I myself am going to try a few of the time-saving tips for home life and just ignore everything else because every person has their own method for completing tasks efficiently. A friend told me yesterday that she plans all her meals ahead of time and goes grocery shopping one day a week, and that I am for sure putting into effect today! So, anyway, take a few things from this long list, not everything.

Posted by: [Rachael](#) | Feb 25, 2007 1:44:19 PM

Great article! I already feel like I've saved myself some time.

Posted by: [Spencer Ferguson](#) | Feb 25, 2007 10:45:54 PM

Next to these guiding principles there are other ways to make sure you get things done. I know these guys from somethingiscooking.com are really up to something. They

want to offer pragmatic project management (which involves careful time management) in an enterprise 2.0 way.

Posted by: [Bastiaan](#) | Feb 27, 2007 7:16:45 AM

Most of this is good advice. I like 31 - I prefer to manage people and not processes, so I'm a firm believer in matching jobs to skill sets. 32's a good one too, I hate "death by meeting". I think 58 is probably the best one on the list - but it assumes that you have a degree of organization already so that you're aware that you are over-committed and need to say "no".

I must disagree with #11 though...

"11. Multitask. Jobs that are not too critical and don't require 100% concentration can be clubbed together - exercise while you catch up on your favorite program, or cut coupons while talking on the telephone. At the office, you can send routine emails while talking on the phone. Multitasking frees 30-60 minutes of time to be used later in the day."

Multitasking is just plain a bad idea most of the time. I think your conclusion that it will save you up to an hour a day is flawed (see <http://www.robneville.net/multi-tasking-is-bad-for-your-qtd-health/2007/02/>)

As I point out, multi-tasking will generally slow you down in the long-run.

Posted by: [Rob](#) | Feb 27, 2007 2:42:38 PM

There are many great ideas here - however, I tend to agree more with those who crave spontaneity in life. Making a trip to the grocery store with your kids (to give mom a break) is a win for the whole family... and when it comes to a good nights sleep - I wouldn't expect much of that if you have young children or newborns. Certainly, one must temper such rigor with a little reality.

Continue on with some interesting reading at <http://www.johnchow.com/index.php/trading-hours-for-dollars/> - if you've been successful in maximizing your time (in exchange for dollars).

Posted by: [Rick Winscot](#) | Feb 28, 2007 12:33:34 PM

I think the list is quite a comprehensive one. I believe that it is not impossible to follow the list strictly but then it makes life too predictable and mundane. I think we can follow most of what's prescribed in the list but maybe not all.

I think life needs to be 70% routine and 30% spontaneous. Else you would surely be leading an extremely boring life. What fun is there being all successful and rich when you don't

have fun?

Plus, I totally agree with the comments posted by: Jon [| Feb 24, 2007 1:21:24 AM]. Prioritize! Family should always come first! :)

Posted by: [princevick](#) | Mar 4, 2007 5:47:47 PM

Its really important to organize your time. without it, you cannot achieve peak productivity.
good job!

Posted by: [Adventures In Money Making](#) | Mar 4, 2007 7:00:00 PM

One's outer world merely reflects or mirrors one's inner world. If your outer world is disorganized then one needs to work on organizing your inner world and this may include subconscious reprogramming by a professional hypnotherapist.

Comments by "not a slave" reflect his or her ignorance. Sound directly impacts one's chakras which in turn positively or negatively impacts one's health. The use of the "f" word negatively impacts one's health even though this person thinks they are intelligent. Hopefully some day "not a slave" will become better educated in sound healing but it will probably be a future reincarnation.

Posted by: [Donald](#) | Mar 13, 2007 12:01:41 AM

Thanks for the great post! I in no way think these tips are enslaving...it's just all about developing good habits. Once good habits have been formed, most of this list will be effortless. I am amused at the angry responses this post evoked...honestly, I just don't it. If you don't feel you have a problem with organization why would you bother reading the article anyway? I personally do have a problem with getting tasks complete and being organized and it literally keeps me up some nights bc it is gnawing at me. Thanks again for the practical tips.

Posted by: [Jeanette](#) | Mar 13, 2007 6:12:10 AM

Good suggestions, but you do need to schedule down time as well.

Posted by: [Jade](#) | Mar 13, 2007 6:49:48 AM

hi.this is really good article.....
perfect.....

Posted by: [zalak](#) | Mar 13, 2007 11:38:36 AM

I also enjoyed the article. There are some great tips to help manage time better. Thanks for the information.

Posted by: [Jack](#) | Mar 13, 2007 11:44:29 AM

This is a very sensible list, most of which my wife (who homeschools our four children) and I already have done, or we'd go crazy. I suspect the hostility some people show have lives that are out of control and resent the discipline others have practiced to be balanced and productive (which allows for adequate guilt-free leisure), which is the purpose of these suggestions, not to be obsessed with order and control. We CONSISTENTLY teach our kids the same, which takes more effort at the time but is paying huge dividends as time goes on - for ourselves, not to mention what it'll do for them. The real lesson is: Be lazy, get nowhere. So start with a manageable bite, one item at a time. Not all of these ideas apply to everyone, anyway. My time allotted for this response is up. Next task is waiting :)

Posted by: [Roy](#) | Mar 13, 2007 2:29:19 PM

time is the only thing you cannot recover...if you are lucky enough to recover your health. these tips are priceless.

Posted by: [ci](#) | Mar 13, 2007 7:14:59 PM

Really good tips - take what you need and leave the rest if you don't need them! No need to be hostile, though! I've already been doing some of them, and it really helps.

Posted by: [Linda](#) | Mar 13, 2007 7:27:09 PM

I liked the tips about time saving at work.

As Linda said take use the tips you need and leave the rest :-)

Posted by: [Dennis Bjørn Petersen](#) | Mar 15, 2007 5:08:48 AM

"14. Try and complete similar..." should instead read "14. Try to complete similar..."

Also, the very first comment asks, "How horrible. Could you imagine actually living a life as this article describes!" Actually, yes, I can imagine living this way, and it works really well. People who don't manage their time are the ones who get little accomplished and feel stressed-out.

Posted by: [Michael](#) | Mar 20, 2007 6:21:10 AM

The American workplace must be incredibly casual if those suggestions are at all relevant.

Avoid non-essential tasks? Bosses INSIST on you doing non-essential tasks.

Multi-task? If you do, you're fired (safety/quality issues). If you don't, you're fired (productivity issues).

Play games? Don't Americans have a cynical bone in their body? That'd never go down in Australia.

Commend? No need. If it's not on time, you're fired. So it's always on time, so bosses would be commending everybody, all the time. What a waste of time.

Whole week work chart? No way! The boss will have nobody else to blame for inefficiency.

Social phone calls? You can actually do that at work in USA?

Chatty colleagues? You're BOTH fired.

Un-necessary meetings? All meetings are necessary, to institutionalize workplace bullying.

Delegate: pass it on, pass it on, pass it on, pass it on, ...

Wasn't somebody supposed to be doing that task?

An exercise break at work? We can't even get a lunch break!

See <http://www.rightsatwork.com.au:81/community/showthread.php?t=195&highlight=spotlight>

Workers bring problems to the boss? You're fired! Don't bring problems to the boss? You're fired! The only answer: Make it so you never knew about the problem, so somebody else is fired.

Posted by: [Paul](#) | Mar 21, 2007 12:22:40 PM

What is the use of '61 time saving tips'? What am I going to do after saving my time?

Posted by: [schwghtz](#) | Mar 24, 2007 12:49:28 PM

I follow most of these suggestions and have been for years. I do not keep a diary, but I do write notes all the time, especially if I need to make a call and go to 6 places the next day. I make a note and tape it to me steering wheel in the car and check off each item as completed. I also call my home answering machine and leave myself messages if I need to bring something from home for the next day.

I am a very organized person.

I am married and have 2 children that participate in an activity after school each day Monday through Friday.

We keep Saturdays free.

I do teach Sunday School also.

I cook from scratch supper 5 out of 7 days a week.

We have cooked breakfast every morning and I send lunch to school every day. We do not have a cafeteria at school.
My downfall is I need to say no.
Because I am so organized, people are always asking me for help everywhere I go.
This puts me way behind at home.
I must say NO more often.

Posted by: [Gwen](#) | Mar 27, 2007 6:53:36 PM

this list is alright but honestly how can you do all that shit in one day, you will be wasting yur time trying to read the list all the time. and if your life is hectic but you are happy you dont need to get everything done, but this list does have some pretty good points. overall i would not follow this stupid list because when you live in america and all you do is work work work and stress stress stress about everything of course you ar enot going to have a lot of time to completer everything. and if you are stressed go on vacation, chill, come back and you will feel very relaxed and energetic and re ady for the busy life ahead of you.

Posted by: [mariana](#) | Apr 9, 2007 4:15:26 PM

hey everyone, did you guys hear my new cd, its lovely, well i follow this list everyday to help me with all the things i have to do everyday, i mean recording my new album, trying out my new dance moves, i have a very busy life. and i have to workout so much to get those lovely abs of mine, and even more lately with my child preston. Too bad my husband left me!!! kevin federline, that little fuck head. anyway i love this list and i would recommend it to everyone that has a busy life just like me! by the way i have founbd that my long hair took too much care and i decided to shave so i have more time for other things like my child. I would recommed this to everyone since hair takes so much time, i mean colouring it, washing, straightning it, curling it....etc. I LOVE THIS LIST! Anyway, HIT ME BABY ONE MORE TIME!!!!!!!!!!

Posted by: [britney spears](#) | Apr 9, 2007 4:25:19 PM

I've often wondered how large families managed to get everything done and not just use up all their energy. It exhausts me just watching them. I think the list must be very helpful. My multi-tasking involves getting exercise and planning time, saving gasoline and buying fresh food as I walk to the organic grocery store every other day. I think the list is more about efficiency than rules.

Posted by: [Auriel](#) | Aug 20, 2007 10:19:08 AM

I love you people
George

Posted by: [kukanov](#) | Oct 4, 2007 12:37:16 AM

just stay away from the microwave.. its harmful.

no wonder why we have a cancer boom. also thanks to the
cosmetic and pharmaceutical industry thats causing cancer
and against the prevention of cancer....

Posted by: [dave](#) | Oct 10, 2007 4:08:33 AM

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Posted by: [arhiiv@eba.ee](#) | Nov 4, 2007 11:19:05 PM

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Posted by: [ntjbxzuukf](#) | Nov 11, 2007 2:26:07 PM

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Posted by: [car quote insurance classic](#) | Nov 20, 2007
12:14:15 PM

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Posted by: [info@eurovent.ee](#) | Nov 21, 2007 12:36:53 AM

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Posted by: [worth implants dental](#) | Dec 16, 2007 8:02:21
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Posted by: [worth implants dental](#) | Dec 16, 2007 8:02:39
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