Speeding To Effective
Time Mastery:
Working Smarter Not
Harder

Typical Strategies
• Working faster
• Working longer hours

Better Strategy
• Can’t do everything
• Must make choices
• Work smarter, not harder

New Habits
• Identify old habit
• Define new habit
• Begin strongly
• Never deviate
• Ask for help
Personal Time Wasters

1. 

Attitudes

- Self-management
- Internal or external
- Time is life
- Success habits
- It’s up to you

Behavioral Kinesiology

BK

Behavioral Kinesiology
Goals
S specific
M measurable
A achievable
R realistic
T timed
...And written

Aspects Of Life
- Family
- Career
- Spiritual
- Social
- Personal
- Health
- Leisure
- Wealth

Yes
Crisis
Trivia
Work

No
Work
To Do
Time
Wasting

U R G E N T
Yes
No
IMP O R T A N T

W R O K
Yes
No
**Saying ‘No’**

- Use your schedule
- Tell them why
- Be honest, but firm
- Provide options
- Know why before saying “yes”
- Don’t feel obligated

**Conquer Procrastination**

- Admit it, analyze it
- Consider consequences
- Take small bites
- Delegate it
- Use pep talks
- Reward yourself
- Make commitments

**Delegation Guidelines**

- Plan first
- Responsibility/results
- Right person
- Authority
- Checkpoints
- Motivating environment
- Accountability
Handling Telephones

- Analyze
- Screen - voice mail
- Plan
- Preferred times
- Cut small talk
- Use timers (bttssoftare.co.uk)
- Ending the call
- Use alternatives - email, fax

“Managing time spent on telephone calls and emails will enable you to stay focused and work more efficiently.”

Paperwork & E-Mail

- Resist junk mail and e-mail
- Analyze the flow
- Sort
- Use paper and e-mail tickler files
- Handle or open it once
- Schedule time for it

Handling Drop-in Visitors

- Consider priorities
- Keep visits short
- Stay on track
- Meet outside office
- Go see them
- Use routine appointments
- Rearrange furniture
- Open vs. Closed door
Meetings

- Plan - organize
- Who, how many?
- Have an agenda and e-mail it
- Stay in control
- Do minutes
- Follow-up
- Critique

Pick An Area You Would Like To Improve

- What’s one aspect and what’s the difficulty?
  - What are you going to change?
  - How are you going to begin?
  - How are you going to keep focused?
  - Who can help you?
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1. Go to www.Teplitz.com

2. From the navigation bar at the top of the Home Page – choose Programs and Keynotes

3. Scroll down and select For Attendees Only

4. Find your group's name: HFMA – Kentucky Chapter

5. Click on the program title: Speeding To Effective Time Mastery: Working Smarter Not Harder next to the name.

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We would appreciate your comments on the program on this form...

Program Date: March 14, 2013  Group: HFMA – Kentucky Chapter
Title: Speeding To Effective Time Mastery: Working Smarter Not Harder

1. What’s one thing you are going to use from this program?
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

2. May we please have a quote we can use about the impact of Jerry’s program?
_________________________________________________________________________
_________________________________________________________________________

3. How would you rate this program OVERALL?
   excellent           good              ok                    fair                  poor

Would you like to hear Jerry speak again?   ___Yes   ___No
If so, please choose which programs you would like to experience in the future

Managing Your Stress -                  Definitely  Probably  No
Your Communication Success Formula -     Definitely  Probably  No

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