

Ten Timely Tips On Our Most Important Resource

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Had a vacation lately?...Can't find two minutes to phone a friend?...Not to mention relationships, community work, that great computer course...and the list goes on, I bet!! Here are a few tips you've likely heard before but may provide you with a quick check-list when you're feeling overwhelmed:

1. Don't diary a rigid schedule. Allow time for the unexpected and for personal responsibilities. Write in personal commitments, not just appointments. Treat personal commitments with the same importance as you do business ones.
2. Focus on key tasks. By definition, this means time for which you are paid.
3. Eliminate, Delegate, Simplify. When bogged down, eliminate activities that do not really add value for your customers/clients; delegate work that is not within your core skill areas.
4. Learn to say "no". How very many times have you heard that one! But can you and do you?
5. Take three days off each year with your partner or advisor and brainstorm your vision, your mission and where you are with your goals and objectives - get back to the big picture.
6. Decide on the level of business size you want. Bigger isn't always better, but better is always better and this should describe your whole life.
7. Make a plan for what I call "living succession". That is, having resources and plans that will allow your company to run without you, so that you can take off - a half day or an extended period.
8. Create systems that work for you and suit your style and strengths of doing business.
9. Treat yourself to small breaks. This could mean something as simple as having coffee away from your desk with the newspaper for a few minutes. Whatever gives you a lift will work as an investment in your effort when you return to your business.
10. Create a "free day" at least once a month, for which you have no firm commitments. On this day clean up paperwork, catch up on missed calls, correspondence or whatever.