

## Time Management: The Art of Getting Things Done Master Business Coach; Michelle Landis

Most of us find ourselves lamenting the fact that we do not have enough time to do everything we need to in order to get the results we want and find some free time to re-energize! Between meetings, donor follow-up, marketing, completing projects, and managing other people - there just doesn't seem to be enough time in the day to get it all done. And poor time management will always prevent you from reaching your full potential on the job and in your personal life.

If you can relate to the above, the following parable in Stephen Covey's book, "**First Thing First**" will make you pause and reflect. And, the time management tools that we will review at the time management seminar on November 13 will help you turn your reflections into tangible results...more time.

*Covey's parable goes something like this...a group of business students were listening to a presentation by a time management consultant. "The consultant placed a one-gallon, wide mouthed mason jar on the table in the front of the room and filled it with a dozen or so fist-sized rocks...filling the jar to the rim.*

*When he asked the students if the jar was full...they all agreed it was.*

*He then pulled out another bucket filled with gravel and dumped it into the jar and gave it a good shake so the gravel fell between the spaces between the rocks. Smiling, he asked again if the students thought the jar was full. The students were catching on and commented, "Probably not."*

*He reached under the table again, and placed a bucket of sand next to the jar. He poured the sand into the jar and the sand filled the spaces between the rocks and the gravel.*

*So, he asked again, "is it full now?" The students all agreed it wasn't and waited to see what was next.*

*He then grabbed a pitcher of water and began to pour it in until the jar was filled to the brim.*

*"Now it is full", he said. "What is my point?"*

*After several answers along the lines of... if you really try, you can always do more... the consultant looked at the class and said a resounding "NO "*

*He said, "The truth this illustration teaches us is: **If you don't put the big rocks in first, you'll never get them in at all.**"*

*So, ask yourself, what are the big rocks in your work and personal life? What ever they are, when you get up tomorrow morning, remember to put these **BIG ROCKS** in first or you'll never get them in at all. [From *First Things First*, by Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill, FREE PRESS, New York, NY, Copyright 1994 by Covey Leadership Center, Inc.]*

Finding enough time to accomplish everything that is required is a struggle most of us can relate to. Time management can seem like an impossible task-but it's not. We all have the same amount of time each day. We are all given 24 hours and the clock ticks the same whether you reside in Pennsylvania or in California. What separates us are how we use the time we have. To increase your productivity and use your time more effectively on a consistent basis, you need a tool box of time management tools that will help you achieve optimum performance.

At our upcoming seminar, "Time Management : The Art of Getting Thing Done" we will introduce you to some specific tools that will show you: a. how to define those big rocks by clearly understanding and prioritizing what's on your plate; b. the 20 most common time wasters and how to better manage them; c. how to develop a default calendar, and d. how to develop a task list that really works.

Learning effective time management skills can help you get the most out of every minute. I hope to see you on November 13<sup>th</sup>.  
**After all, "time and tide wait for no one" Anonymous.**