



Paradigm Associates, LLC

What Do You Need To Do To Improve Your Time Management Skills?

Here is a professional time management profile. Get a laser focus on what you need to improve in order to improve your time management immediately and forever!

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I can't tell you how many business people tell me they have issues with time management. Is this the case with you too? One of the toughest things to do when faced with this is to accept your reality as it is and not how you want it to be. You can get there, but first you have to confront the truth as it is now.

It is only by coming to terms with reality that performance can improve.

This profile will make you face what you may be pretending not to know and the truths you shouldn't hide from.

You may pinpoint specific parts of your time management reality that you find undesirable. It is with this awareness that you can start to make changes.

This profile is based on my over 20 years in professional development.

Don't delude yourself. Make the truth your friend. Confront the questions on the next few pages. Take your time and think through the questions carefully. This exercise will offer you an amazing opportunity for improving your time management skills and productivity if you take it seriously!

Make sure to complete the relevance and application page at the end to start you on the path to taking action. And I've included some time management tips also.

Once completed, I would be happy to review your results with you. I promise you a valuable, insightful, no pitch interaction. I can be reached at 518-664-5033 or HLitwak@ParadigmAssociates.US .

TIME MANAGEMENT PROFILE

Note: Legend is a scale from 1 to 10 as follows:

9-10	Always
7- 8	Most of the Time
5- 6	Sometimes
3- 4	Rarely
1- 2	Never

1. I have both long term and short term goals with a plan for making them happen by a specific date. 1 2 3 4 5 6 7 8 9 10
2. I have a tracking system which shows me the progress I am making towards reaching my goals. 1 2 3 4 5 6 7 8 9 10
3. I am personally well organized. 1 2 3 4 5 6 7 8 9 10
4. I have a good system for handling all of my paperwork. 1 2 3 4 5 6 7 8 9 10
5. I am effective at delegation. 1 2 3 4 5 6 7 8 9 10
6. I am frequently interrupted by the telephone. 1 2 3 4 5 6 7 8 9 10
7. I am often involved in crisis management. 1 2 3 4 5 6 7 8 9 10
8. I have good self-discipline. 1 2 3 4 5 6 7 8 9 10
9. I often attempt to accomplish too much. 1 2 3 4 5 6 7 8 9 10
10. Procrastination is a problem for me. 1 2 3 4 5 6 7 8 9 10
11. I often leave tasks unfinished. 1 2 3 4 5 6 7 8 9 10
12. Unnecessary excessive socializing often bothers me. 1 2 3 4 5 6 7 8 9 10
13. I have an inability to say no. 1 2 3 4 5 6 7 8 9 10
14. Drop-in visitors that take up time often bother me. 1 2 3 4 5 6 7 8 9 10
15. Unnecessary and ineffective meetings are a problem for me. 1 2 3 4 5 6 7 8 9 10
16. I have a problem with inadequate facilities and equipment. 1 2 3 4 5 6 7 8 9 10
17. Travel is a problem for me. 1 2 3 4 5 6 7 8 9 10

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| 18. I have excellent filing systems. | 1 2 3 4 5 6 7 8 9 10 |
| 19. I have complete information on projects on which
I am working | 1 2 3 4 5 6 7 8 9 10 |
| 20. I have adequate support staff to complete projects. | 1 2 3 4 5 6 7 8 9 10 |
| 21. Confused staff responsibility and authority is an issue. | 1 2 3 4 5 6 7 8 9 10 |

Time Strategies

1. Resolve each item on your to do list at the end of the day.
 - A. Complete it and check it off.
 - B. If you didn't do it mark with an "X" at the end of the line and transfer to another day in the next 90 days.
 - C. Or put it into a "Goals" or "Projects" list, either personal or professional.
 - D. Only transfer an Item 3 times to another day. After the third time put the item into your "Goals" section and ask yourself what are you avoiding.
2. Write things to do in command form. (Begin with a verb, i.e. go, do, call etc.)
3. Write one item per line.
4. Don't forget to plan travel time as an appointment.
5. Do not keep any loose materials or papers on your desk.
6. Separate MUST DO TODAY items from SHOULD DO TODAY items.
 - A. MUST DO TODAY are only those items where you have given your word or harm will come to someone.
 - B. SHOULD DO TODAY are those items that you plan to do that day that don't meet the above criteria.
7. FOLLOW THE RULES. When you don't follow the rules, ask yourself why.

Relevance and Application Section

What did you learn from taking this profile that you can use to improve your performance?

What are three ways that you can change behaviors to become more effective at time management?

1)

2)

3)

Supporting Success

Overall, how does your reality now support your success? (Cite specific examples)

Limiting Success

Overall, how does your reality now get in the way of your success? (Cite specific examples)

Now, turn this into ACTION! Based on your new knowledge:

I will start...

I will stop...

I will continue...

About the Author

Howard Litwak is a Certified Business Coach. Prior to joining Paradigm Associates, he successfully ran his own consulting/coaching practice for 4 ½ years with a client base spanning 30 different industries. He believes that much of his success is driven by his own commitment to ongoing professional development. He uses that to supplement his background as a manager, trainer, and professional seller in Corporate America for more than 20 years.

His expertise includes: Increasing sales and profitability, helping people gain clarity around and execute on priorities through adopting a culture of goal achievement, developing success-oriented attitudes and habits, and creating positive, long term, sustainable behavior changes. Howard has also worked closely with entrepreneurs and executives from organizations whose annual revenues range from \$2-60 million as well as with micro business owners and managers from *Fortune 500* companies.

Client results include: A 30% increase in revenue over 2 years, a 50% increase in new hires hitting their goals, an immediate increase in the ability to gain target market clients within 90 days, and noticeably improved communication between partners and staff. In total, his work leads to higher morale, productivity, and achievement of organizational goals.

Howard has the rare ability to handle both the people side and the detail side of projects and issues with equal poise and confidence. When you meet him, you'll immediately see why he has been so successful across so many business sectors. He routinely combines big picture thinking with practical, results-oriented actions. Because he has mastered the art of challenging peoples' thinking in a positive way, clients tell us it is both fun and productive to have him around.

Howard's strong soft skills, such as communication, problem solving, etc, help him earn credibility and gain a critical connection with all levels of people being coached. This makes him an excellent executive level coach.

As a long standing member of Toastmasters International, Howard has received designations in Speaking, Leadership, and Advanced Leadership. He is a skilled public speaker with experience in a wide variety of business and sales related topics.

Howard appreciates that successful individuals never stop learning, and learning organizations constantly do what it takes to avoid mediocrity. He practices what he preaches and has invested in his own development in order to increase his effectiveness as a business coach. He has received certifications as a Group Facilitator, DISC index administrator, Values Index administrator, and Attribute Index administrator.

If you are ready and willing to do what it takes to get better results, Howard Litwak is ready for you! Contact Howard today at 518-664-5033 or HLitwak@ParadigmAssociates.US

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