

# Time Management

**TACTIC CARD**

**B.R.P**  
Business Resource Planning

Not every section below will be something you apply. The goal is to be able to lift your overall engagement in a few of the areas below. An increase in your Time Management by 3-10% will bring in a noticeable return to your bottom line over the year, and ongoing.

## A. Priority Matrix Template (See Sample Box Below)

1	<b>Create a Template:</b> We can start by making a 2x2 matrix on a full sheet of paper. It creates 4 boxes: Top Left (TL), Top Right (TR), Bottom Left (BL), Bottom Right (BR) and transfer digitally later.
2	<b>Each Box has a Rating:</b> <b>TL</b> =Urgent & Important / <b>TR</b> =Not Urgent & Important / <b>BL</b> =Urgent & Not Important / <b>BR</b> =Not Urgent & Not Important
3	<b>List your Tasks:</b> Write down all the tasks you need to complete that you know of into the appropriate box.
4	<b>Which Actions to Do per Box:</b> <b>TL</b> = Do it ASAP / <b>TR</b> = Decide when to do it / <b>BL</b> = Delegate it / <b>BR</b> = Delete it.
5	<b>Review Daily:</b> Keep your tasks up to date, remove completed and add new ones as they come up.

## B. Blocking Out Your Time (Focused Work)

1	<b>Identify Your Core Tasks:</b> These are the tasks no one else can do but you, in your role and ongoing.
2	<b>Allocate Blocks of Time for Specific Types of Tasks:</b> Separate specific types of tasks to be done in your calendar, blocking out the hours required (e.g. Research, Meetings, Family) and don't mix the purposed time slots.
3	<b>Avoid Multitasking:</b> Keep to the one task until completed or schedule for a later time because you need info.
4	<b>Schedule Breaks:</b> Studies are showing that a 5 min break after 20 min of deep work is enough of a break.
5	<b>Review and Adjust:</b> If you need to adjust the time blocks, do so as needed. Let it work for you, not you for it.

## C. Delegation Checklist (The Right Way to Delegate)

1	<b>Create a Place to know what is Delegated:</b> Delegation is to be followed up. Needs to include expectations of timelines and check-ins.
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2	<b>Pick the Right Person:</b> No one wins when you don't match the skills and set someone up to fail.
3	<b>Set Clear Instructions:</b> The delegated items need to be documented. One source of truth to go to for accountability.
4	<b>Provide Resources:</b> Delegate to include the tools and authority to carry out the task.
5	<b>Reviews as Needed:</b> Remember this is still your responsibility so have a formal process in place to for status.

## D. Productivity Apps (Finding Where to Keep it All)

1	<b>Having the Right Tools:</b> Choose a tool that will allow for transparency and consistency for success and security.
2	<b>Picking the Best Fit:</b> Many SaaS apps have these built into their system so another product may not be needed.
3	<b>Setup Your Tasks:</b> The app should house the details of the task, who is running it, when required as so on.
4	<b>Use Your Calendar:</b> Place the tasks that you need to work on inside the blocks reserved for them.
5	<b>Do It Daily:</b> If you combine all the of techniques above, you should easily staff on task with your tasks.

I hope you found this information helpful! You can implement these tactics on your own, but if you would like assistance, please feel free to reach out so we can discuss how we can work together.  
Website: <https://businessresourceplanning.com/client-form>

