

# Time is a Gift

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Time Management Ideas from Walter Cornett, Owner of WAM RVA

## What can you do in 30 minutes?

- Make a few phone calls
- Have a one-on-one meeting
- Spend some quality time with a member of your family
- Drive pretty much anywhere in Richmond
- Take a nap!
- Many, many other important things – it's amazing what you can do in a half hour

## We get roughly...

- 32 waking, half hours in a day
- 224 waking half hours in a week
- 971 waking half hours a month (average)
- 11,648 waking half hours a year

**Do you get that many things done in those periods of time?**

**The answer...**

**Schedule everything worth doing!**

**It's based on a simple theory...**

**What gets scheduled, gets done!**

# **Schedule Everything!?**

## **I know what your thinking...**

- **It's too restrictive!**
  - **What if I told you it could be liberating!**
- **I don't want to live my life that way!**
  - **How's that working out for you?**
    - **Do you have the time to do everything you want to do?**
    - **Do you get done everything you need to do?**
- **What about down time, hobbies, fun, family?**
  - **You schedule that too!**

## Using this method, you will learn to

- Get all the tasks done you would like to get done
- Make time for the really important things in your life, including:
  - Family
  - Leisure
  - Hobbies
  - Home projects
  - Etc.
- Be able to analyze how you are using your time to achieve your life's goals, personal and professional

# The “rules” ...

- Don't make “To-Do” lists
  - Instead, schedule every to-do on the calendar as a task
- Schedule all tasks for 30 minutes
  - If a task will take more than 30 minutes, break up the task into multiple 30 minute “chunks”
  - If you have multiple tasks that take less than 30 minutes, like two or three phone calls, put them together to make a 30 minute task
  - 30 min. tasks are easier to get done!



# The “rules,” continued...

- Schedule everything worth doing, including
  - Leisure time
  - Family time
  - Breaks
  - Exercise
  - Meetings
  - Drive time



## The rules, continued...

- Schedule scheduling
  - 30 min. weekly for the weekly schedule and analyze last week
  - 30 min. daily to fine tune the day's schedule and to analyze yesterday
- Schedule drive time:
  - Never waste drive time! Use it for audiobooks and phone calls (safely!)

Morning Yoga, 6am  
Review weekly schedule, 6:30am

Facebook/bfast, 7am

mail/

**Times for weekly  
and daily  
scheduling**

Ready,

Call Mom, 10:30am

Call Suzy Q., 11am

AM Motion  
1:30am - 1pm

Call John F., 1pm

AM follow up, 1:30pm

Study app "Finish", 2pm

mail/LinkedIn, 2:30pm

Del Robbins "5 Second  
Rule" - 5:45pm

Drive, 5:15pm

XYZ Monthly Dinner  
7:45 - 8pm

Call Mary, 8pm

Quality time with Billy, 9pm

Watch TV with Jane, 9pm

**Calls made  
while driving \***

**Audio book listened  
to while driving and  
exercising**

Drive, 11am

Drive, 1pm

Drive, 3pm

Gym  
3:30 - 5:15pm

Drive, 8pm

## Using the system

- Start slowly: Don't try to fully schedule right away
- Build up to the level you can, the level that works for you
- Even if you never fully implement this model, the basic principles can still help you
- If you find yourself short of time to do everything you need/want to do, use the model to become more efficient



## Using the system

- When you get to a task, spend the allotted time on it
- If you don't finish, schedule another 30 minutes to work on it at a later time
- If you skip a task entirely, do not ignore or remove it, simply reschedule it
- If you get done early, reward yourself with some pure down time

# Avoid multi-tasking!

- Trying to do two things at once means:
  - You're not fully concentrating on what you're doing
  - You are increasing the time it takes to complete each task
  - You will not be as thorough as you could be
- Concentrate completely on your 30 minute task when it is time to do it
- The exception is drive time
  - Most of us can talk and listen while driving



## Analyzing your time usage

- Use your scheduling time to review
  - How could I have used my time more effectively?
  - Find time wasters!
  - What do I schedule that still doesn't get done?

## Big time wasters

- These could be scheduled as leisure time, which is fine, but if you just do them, if they are not planned, they are time wasters!
  - TV
  - Internet (especially YouTube and message boards)
  - Idle conversations
  - Email
  - Interruptions

## Interruptions

- If you are interrupted for 5 minutes every half hour, that could waste up to:
  - 160 minutes a day
  - 1120 minutes/18+ hours a week
  - 4,853 minutes a month (average)
  - 11,648 minutes/80 hours a year (2 working weeks!)

**What could you do with that much “extra” time?**

# Things that consistently don't get done...

- If similar things consistently don't get done, that is habitual procrastination
- “Do the worst first”:
  - Schedule those things at times where you are high energy and won't get distracted and interrupted – like first thing in the morning
  - Use an anti-procrastination system, such as:
    - Mel Robbins' “5-Second Rule”
    - Apps like “Due” and “Finish”

# Things that consistently don't get done...

- Delegate!
  - Don't do things other people can do better
  - If there is something you are struggling with, get help, even if you have to pay for it or barter it – it will be worth it!

**Questions, comments, concerns?**