

Tony Jeary on
**Time
Effectiveness**

A man with dark hair and a slight smile, wearing a black long-sleeved shirt and dark trousers, is sitting on a modern-style chair with a wooden back and metal legs. His hands are clasped in his lap. The background is solid black.

The RESULTS Guy™

"There are 168 hours in a week. You sleep 50, and you use approximately 18 for maintenance. That leaves 100 hours.

Strategically manage those hours well to win both professionally and personally."

- Tony Jeary

Message from Tony

The speed of life today is *fast*. People are time-starved. In fact, when I talk to high achievers day in and day out, one of the most common things I hear is, “If only I had more time...”

Since you cannot create more physical hours in the day, it is important to find creative opportunities and realign thinking to maximize minutes within the 24 hours available each day. I’ve spent 25+ years developing best practices which do just that, and I am excited to share them within these pages.

We trust that these 40 tips will raise awareness to new ways to better utilize your time and energy to create the right results faster.

Serving the best,

A handwritten signature in black ink, appearing to read "Tony", with a long, sweeping diagonal stroke above it.

Table of Contents

Opening Message	2
Prioritization	4
Procrastination.....	7
Organization	10
Delegation Time Gainers.....	13
Focus.....	16
About Tony	18
What We Can Do For You.....	19

Prioritization

- 1** Set priorities aligned with your predetermined HLAs - High Leverage Activities - and review each morning as well as during the day. Eliminating unproductive tasks keeps you focused on the right things.
- 2** Have strong, strong written agendas, tied to clear objectives, for every meeting you attend, lead or grant.
- 3** Identify when your high-energy time(s) are and schedule your priority, high-impact activities during this time.
- 4** Learn to “say no” more often to demands that don’t fit and support your highest priorities. Saying “no” frees you up both mentally and physically to maximize your effectiveness.

5 Leverage your reading and study by skimming articles, memos, and books. Commission team members and colleagues to read and summarize for you, and have selected team members highlight, "sticky note," and flag articles, memos, research and other heavy content related documents. Then read only what really applies and supports the results you want to achieve.

6 Request from people who send you e-mails to prioritize and spell out the actions they are asking of you with clear bullet points, not long narratives. (See our *TOO Many Emails* performance standards.)

7 Write down, or at least take a moment and think through, your objectives before you make phone calls to gain time through quicker, more effective communication. (Including better, action-oriented voice mails you leave.)

8 Sort mail and packages effectively. Place each piece/parcel/gift into an action-oriented location so things don't pile up and items get trashed, passed on, shared, given away or other action taken.

9 Ask the originators of documents to send you ONLY the relevant information that pertains to you (voice mail, texts, email, packages etc.).

10 Create and leverage lists often. This helps with focus and multi-tasking. Ask yourself several times everyday, **"What's the best use of my time right now?"** As you review your lists, make and keep your lists on your phones, slates or computers. Also prioritize and review the lists of tasks you have given subordinates to ensure execution is happening and no roadblocks are preventing action from taking place.

Procrastination

- 1 Getting up “X” amount of minutes earlier every day can allow you to be more productive, setting yourself up to create momentum for the day.
- 2 By identifying and doing “little” things when you have open minutes waiting or between major tasks, you will gain extra minutes. Have files, materials and a system in place to be able to maximize these open windows of potential productive time.
- 3 Making “to-do” lists and marking items off as they are accomplished often impacts your motivation to get even more done...satisfaction in seeing things accomplished inspires!
- 4 Identifying deadlines every morning as you plan your day mentally will make an impact on how you manage your efforts.

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- 5** Identify frequent tasks that you might have already procrastinated on and perform them by jumping in with "Production Before Perfection."
 - 6** Gain valuable minutes by starting the day's tasks quickly; do not ponder the difficulties of the day. Lay out your "1st job" and get to work, make the call; do what you need to do to get yourself going.
 - 7** Break one big task for this week (or month) into smaller, manageable parts and nibble away by getting small items complete – this helps fight the tendency to procrastinate negatively.
 - 8** Stock up on all supplies: greeting cards, birthday cards, thank you cards/notes, stamps, and even presents, etc. This gains extra minutes by not having to go shopping for them individually and supports taking needed action at the appropriate time.

9 There is both negative and positive procrastination (see my book *Strategic Acceleration* for a whole chapter on this concept). Ask yourself whether your self-talk is putting something off for a legitimate reason or is it an unproductive message that needs to be changed.

10 Pre-printing postcards, labels and doing other items ahead of the normal time that most people do things can really motivate one's self. What can you do ahead of schedule personally and professionally that will allow you to be more productive and inspired and save minutes when you need them?

Organization

- 1 Organize lists, to dos and other content using your memo, tasks or notes area of your phone. Today there are a multitude of electronic/technology oriented tools all around us – leverage what is available to you with organizational focus.
- 2 Double up on tasks (exercise + reading = time savings). **An "Elegant Solution" is being so clear on all you want and need to get done that you often find ways to do several things at one time, accomplishing multiple objectives.** You must organize what you want to get done
- 3 Listen to audio books and video snippets on the web from key authorities. Make sure you have your tools and subjects organized to leverage time when available... great for research. (See my free applications.)

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- 4 Store things close to the place where they are used (paper, supplies, etc.) to save on walking from one place to another. Surround yourself with valuable tools, i.e. have extra travel phone chargers in each vehicle you utilize.
 - 5 Use a color-coded filing system so you can find important papers, documents, tools, equipment, and just about anything faster.
 - 6 Keep projects, files, and other items to review and study by the phone to work on while talking on calls. Multi task when at all possible.
 - 7 Develop a “template” agenda (**an example is our 3-D Outline™** format taught in my book *Inspire Any Audience*) for meetings, and “fine-tune” them for every meeting.
 - 8 Keep reading materials organized and with you to read while you are waiting in line, getting your car worked on, etc.

9 Use speakerphone or headset options instead of handset while on the phone to make calls faster and easier, and to support multi tasking (not always practical—be sure it does not distract from call).

10 Type out an organized checklist for travel, and arrange your wardrobe for easy packing. Travel prep when done right can be a huge time saver in packing, while travelling and even unpacking.

Delegation Time Gainers

- 1 Trade projects with an associate, friend or spouse whose abilities and gifts fit the project better than yours. *Cross-delegate.*
- 2 Plan a follow up meeting with someone you've delegated to, and check the status of the item or event delegated. When meeting, make the way you do business with delegated items the responsibility of those you delegated to (i.e., ensure it's their responsibility to keep *you* updated).
- 3 Utilize contract administrative personnel to handle correspondence, filing, mailing, and any and ALL tasks you can possibly leverage.
- 4 Contract all you can afford and all that is feasible. For example, use delivery (courier) and cleaning services to free up your time to do what you do best. "Trade money for time."

5 Make a daily list of items that need to be performed, and rate them from 1 to 10 on how they fit your strong points. Work on only those items that rate over a seven. Delegate all others to gain valuable time.

6 Contract outside services or consultants when no one in-house has the skills to perform the task or is over burdened. This will gain you valuable time by not having to train and retrain someone (often expands needed capacity).

7 Give enough detailed feedback on projects so that the recipient will be able to learn and increase their skills for the next project. This will gain you time in the future.

8 By delegating someone to extract the key points from long reports, you will gain time as well as pertinent information for faster, more effective results.

9 Have others read and prep for you. Have them research, read, summarize and pull key bullet points so that your time can be spent reading only the most relevant information. Where applicable, highlighting documents or reports will also save minutes by allowing you to read only the material that is most important to you.

10 Use Post-It Notes™ effectively to delegate to others. Quick notes can save valuable time if both people are not together for the hand-off. Be sure to give enough relevant information for them to get the task done and include a deadline where appropriate.

*"The rich invest in time;
the poor invest in money."*
– Warren Buffett

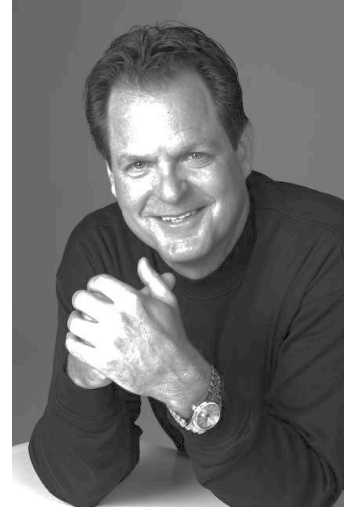
Focus

In the space provided, write down the time-saving tips you commit to put into practice. Feel free to add your own as well, and continue to reevaluate and refine over time to find ways to save minutes each day and hours each week.

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About Tony

For more than two decades, Tony Jeary has advised CEOs and other high achievers on how to discover new clarity for their vision, develop focus on their direction, and create powerful execution strategies that positively impact achievement and results.



Tony coaches the most accomplished people in the world, including presidents from: Wal-Mart, Sam's Club, Ford, American Airlines, HP, USANA, Firestone, Samsung, and New York Life.

Tony practices his business mantra, *"Give Value... Do More Than is Expected."*

Tony lives and works on his estate in the Dallas/Fort Worth area with his wife of over 20 years and his two teenage daughters with whom he has also co-authored.

What We Can Do For You

Strategic Acceleration

Let us work with you to develop a customized strategic plan for more clarity, focus and execution hence more accelerated results! We help people get the right results, faster.

Communication/Presentation Mastery™

Train (Certify) your team to maximize every business opportunity, meeting and talk.

Results Coaching

Having coached the world's top CEOs and earners, Tony understands the need for speed in today's marketplace. Benefit from 20 years of best practices from the best of the best.

Strategic Acceleration Studio

Experience the *Strategic Acceleration Studio* and have at your fingertips two decades of best practices, processes and tools for accelerating dramatic, sustained results in your organization.

Culture-Changing Webinars

Most organizations struggle with weekly meetings, poor email standards resulting in too many meetings and too many emails costing valuable time. Results are dramatically being hurt because of people operating in overwhelm.

Tony has taken his expertise and developed simple 30-90 min. webinars that can save thousands of non-productive hours for an organization and greatly impact results. Let us discuss impacting your culture. Subjects include:

Email Effectiveness
Engagement
The Art of Results
Influence

Communication Mastery
Dealing with the Speed of Life
Time Effectiveness
Meeting Effectiveness

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additional resources.**