

# How To Schedule Your Day

If your workload keeps growing as fast as your workday seems to shrink, maybe your problem is a lack of organization.

A few minutes spent in planning can help you get more accomplished each day and help you run your operation more efficiently. Not everyone can be an efficiency expert, but even the most disorganized person can get more done by planning his work more efficiently. These eight suggestions can help.

- 1) At the end of each workday, take a few minutes to schedule the next day's activities - phone calls, meetings, interviews, and projects. Make a list with the most important things to be accomplished at the top. As other important things come up, you may have to change your plans, but having a list can help you keep your priorities in mind.
- 2) Schedule work according to your own personal efficiency. Not everyone works at peak efficiency first thing in the morning, so you should schedule the important things for a time when you are at your sharpest.
- 3) Decide whether you would rather tackle the tough projects first and get them out of the way or ease into them by finishing the smaller tasks first.
- 4) Tough problems take concentration and it is impossible to concentrate when you are continually interrupted. If you know you are going to have to deal with a thorny problem, set aside some time for it. Let everyone know that you don't want to be disturbed and make yourself work at it.

- 5) Use an action request form for assigning tasks to your subordinates. It should include a description of the job and a deadline and a person responsible for its completion. This system makes for more paperwork but it does make assigning jobs easier and gives you a written record for reference.

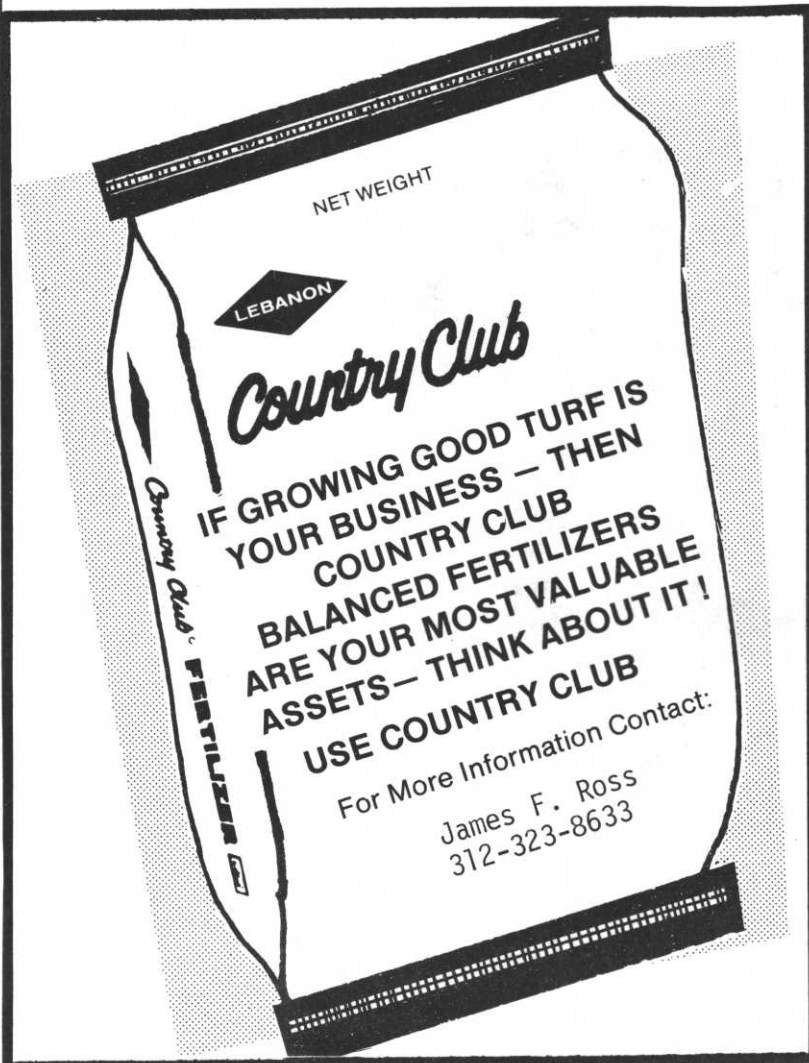
- 6) Take a close look at the things that make up your day. Some of them may be merely habit and no longer necessary. Cut ruthlessly. A collection of minor tasks can take valuable time away from the more important duties.

- 7) Group similar tasks into one time period. If you have to do similar things during the day, try doing them all at once. Switching your concentration from one job to another can take more time than you think.

- 8) Don't agonize over decisions. There is a difference between spending a reasonable amount of time considering alternatives and delaying a decision because it is an uncomfortable one.

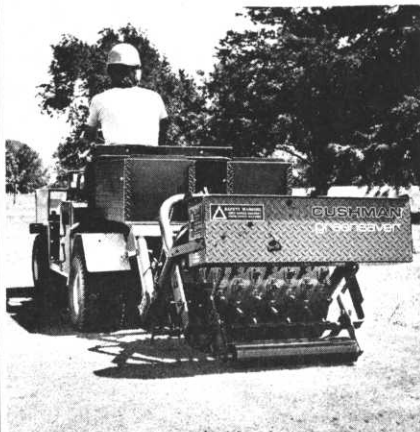
If you have to make a decision, make it. The only way you can avoid making a decision is by waiting until you have

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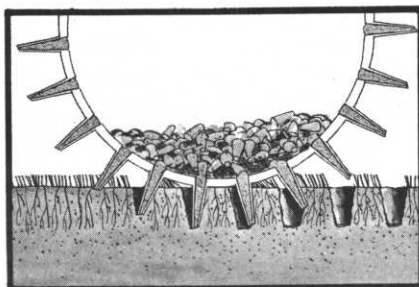


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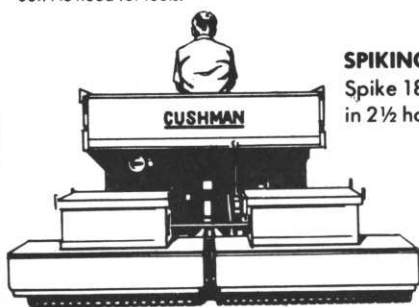
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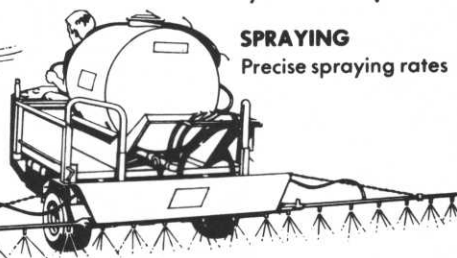
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## TERMINATION

Now and then, every supervisor must face the unpleasant task of firing an employee. When that time comes for you, prepare as carefully as you did when you interviewed that employee for the first time.

Before the meeting, think carefully about the specific nature of your complaints and whether you have given the employee ample warning and an opportunity to improve. Don't throw away a potentially valuable employee just because you have not adequately communicated your desires to him. If no improvement takes place, make the termination interview clean and quick. Now is not the time to dwell on past failures, especially if there is nothing that can be done about them. Get to the point and end the meeting quickly. Be sure that the employee understands your decision is final and you will not be swayed by pleas for "one more chance".

Finally, give some serious thought to why your employee failed. Firing unsatisfactory employees should never become easy and if your termination rate is high, it probably reflects a flaw in your training system and management of employees.

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only one alternative remaining. That last alternative may be the worst of the bunch.

These eight suggestions may not make you an efficiency expert but they may help you reevaluate your work habits. Not everyone works the same way but it is important to find a system that works for you. Set your own schedule and follow it. You will be surprised at how much you can accomplish.

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