

## #127

## Time Management

In the often hectic environment of club management, managers must use their limited time efficiently to be effective. Understand that time management is not about managing time. It's about identifying time-wasting personal habits and changing them to be more efficient. Here are some disciplines that will help:

- Ensure your department or section is well-organized with detailed operating systems, standards, policies, and procedures. Without these, employees “freelance,” requiring continual supervision and intervention to do things properly. This will eat up more of your time than anything else.
- Plan ahead. Always be looking ahead for upcoming activities, events, projects, and tasks. Planning is near impossible if a manager always has his head buried in the current tasks, the manager can review what needs to be done and plan accordingly.
- Make to do lists. Write down all the tasks you need to do, even the small ones, and prioritize them.
- Establish a routine. Stick to it as much as possible.
- Develop a system for handling incoming mail, messages, and phone calls. Use a calendar to track important dates and deadlines.
- Use a personal computer to create important information that will be used again and again. Save and organize files properly.
- Develop a system for handling meetings. Keep meetings focused and to the point.
- Delegate. Assign tasks to properly trained subordinates.
- Organize work space, files, and records. An immense amount of time can be wasted by looking for misplaced items such as:
  - Personnel files
  - Departmental benchmarks
  - Contact information for frequently contacted individuals
  - Training materials and checklists
  - Room and space diagrams
- Use a personal computer to create important information that will be used again and again. Save and organize files properly.
- Use a Day-Timer or similar calendar to track important dates and deadlines.
- Set office hours. Stick to them as much as possible.
- Set and keep a routine schedule for yourself.
- Keep track of those things that waste your time. List them periodically and brainstorm ways to avoid “time wasters.”

# SAMPLE

To purchase the complete set of  
Service on the Go  
visit the [CRI Marketplace](#)

**Take Away:** Managers have a lot going on and must be disciplined not to waste time.