


SereneScene

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High Achievers, Part 2**
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MBA, CADC II, SAP, CA-CCS

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MBA, CADC II, SAP, CA-CCS

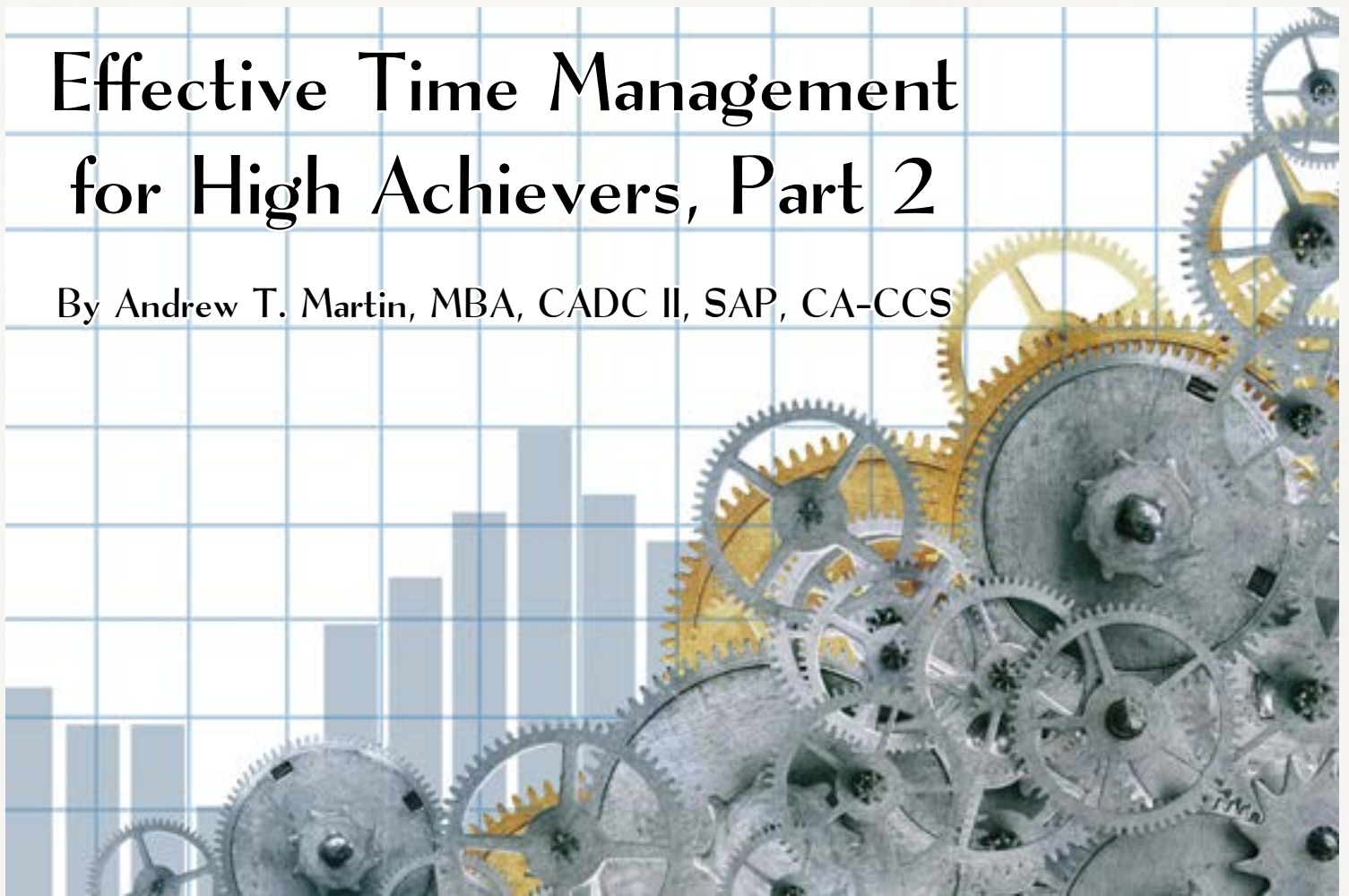
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Effective Time Management for High Achievers, Part 2

By Andrew T. Martin, MBA, CADC II, SAP, CA-CCS



Assess Your Time Management Habits

For this step you must have completed the five-day time management performance report. If you do not have five consecutive days of reporting, please start over again with the time management performance report before proceeding further.

With the data gathered in your report, you will be able to work with an objective party to determine your natural time management habits. Ideally, you will be able to use some of these habits to your advantage. It is important to be very honest with the analysis portion of this exercise. The objective party will help tremendously in holding you accountable for the assessment findings. Please try not to dispute your objective party: if they say it is so, it is probably true. You will need to accept the complete analysis findings as the truth before moving forward within the time management program. The analysis process is as follows:

Process

1. Set up an uninterrupted 20 minute meeting with your primary supporter. Let them know that their participation will be needed in helping you determine your natural time management habits, and that you will need them to be completely honest with their assessment.
2. At the meeting, lay out the five days of the time management performance report from left to right in consecutive order. If there are multiple pages for any of the days, tape the pages together making them one long page for each day. All of the pages should begin with "Start of Day" and should end with "End of Day" just like in the previous example.
3. Put together a brief list of five or six categories that you both agree upon that will describe the majority of the tasks you have listed in your report.

Example:

Special Project
Administrative work
Family
Financial
Organize
Personal

Most of the tasks listed in your report should fit one of the categories you agree to.

- Design a matrix on the new paper that lists "Start of Day" "Middle of Day" and "End of Day" in the left-hand margin. The three titles should be evenly distributed down the left side page margin. On the right, make five columns beginning with Day 1 and ending with Day 5. The page should look something like this:

Example:

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Start of Day					
Middle of Day					
End of Day					

- Ask your participant to quickly review each day and make notes on the new page that describes your natural tendency to handle specific tasks at particular times of the day. For example, if there were several administrative tasks in the early-morning of Day 1, your participant would write in "administrative" at the Start of Day section of Day 1. Ask your participant to fill in the entire matrix with what

they feel the general trend is for your task handling. Include things such as lunch breaks and rest breaks. Remember, do not dispute or correct your participant's assessment.

Example:

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
Start of Day	Exercise Admin work	Breakfast meeting Organize	Exercise Meetings	Admin work	Filing Organize
Middle of Day	File review Meetings Lunch	File review Tele-phone Lunch	Tele-phone Lunch meeting	Meetings Lunch	Delegate Tele-phone Meetings Special project Tele-phone
End of Day	Park with kids	Movie	Dinner with family	Organize Date night	Golf meeting Work on car

- Now ask your participant to use a new sheet of paper and assess the overall task management trends for the week based on the daily trend analysis.



Example:

	Overall Daily Trend
Start of Day	Personal time
	Administrative work
	File review
	Telephone
	Meetings
Middle of Day	Lunch
	Telephone
	Special project
	Meetings
End of Day	Family time

7. Your participant's input is now complete for this stage in the action plan. Thank your participant for their valuable input and let them know you may be asking them for additional assistance in the future.

At this point you have completed the assessment of your time management habits. The final summary assessment will be a valuable tool in helping to generate an optimal day plan as discussed in the next two sections.

Do not proceed to the next section until the assessment of your time management habits is complete.

Chapter 3: Energy

For this step you must have completed the assessment of your time management habits and have the summary assessment page in front of you. If you do not have the time management habit assessment, please complete it before proceeding.

With the data reported in your summary assessment page, you will be able to develop an optimized day plan that will assist in guiding your activities in the most efficient manner on a daily basis. Before the day plan is designed in detail, an energy curve assessment must be conducted and plotted out on a piece of paper.

Energy Curve

The energy curve is a scientific assessment of your individual level of energy on the average day. Every individual will feel more invigorated during certain times of the day than others. This is linked with human physiology and is completely natural. Once your energy curve is plotted, you will be able to make the appropriate adjustments to your day plan in order to take full advantage of the times that your energy is high and the times that your energy is low. The analysis process is as follows:

Supplies Needed

- Paper
- Pen or pencil
- Graphical spreadsheet or graphing software (optional)

Process

1. Set aside an uninterrupted 15-minute period for yourself to thoroughly assess your individual energy throughout the day.

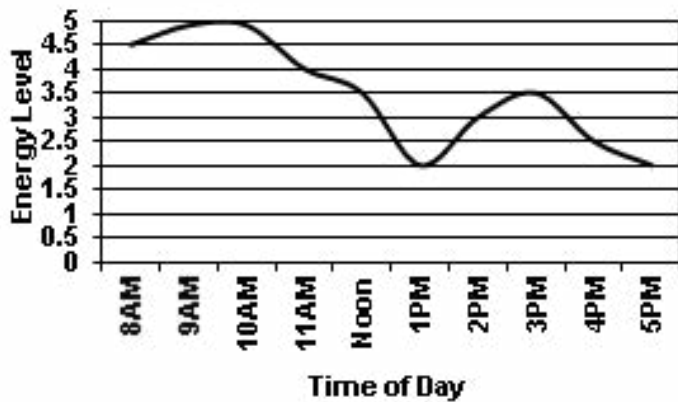


2. Make a chart of the day that you can use to graph your energy level at each hour of the day. The left-hand vertical axis of the chart should be labeled energy level with a scale beginning with 0 at the bottom and increasing to 5 at the top of the scale. The bottom horizontal axis should begin with the 'Start of Day' time and end with the 'End of Day' time. For example, if you work from 8:00AM to 5:00PM, start the horizontal scale with 8:00AM,

and then make a measurement point at 9:00AM, 10:00AM, 11:00AM, etc... through to 5:00PM.

3. Be very honest with yourself: make marks at the level of energy you have for each of the time measurement points throughout the day. A score of 0 would be no energy at all, and a score of 5 would be the most energy you have at any time of the day. After the points have been plotted on the chart, create a graph by connecting the points together with a line. You may wish to develop the graph using a spreadsheet or graph design program on your computer.

Example:



Your energy curve is now complete. The curve will help you to develop an organized day plan in the next section.

Do not continue to the next section without the completed energy curve.

SS



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Andrew Martin began his entrepreneurial approach to business in 1982 at the age of fifteen. Throughout his career, Andrew has fulfilled his duties as a senior executive in viable business ventures in various industries including; health care, sound reinforcement and lighting, electrical safety equipment, commercial catering, specialty metal shapes manufacturing, and the

entertainment overhead suspension industry.

Andrew's current business efforts are encompassed by Serene Recovery Network, a group of branded organizations with a common vision of helping people in early recovery to help themselves to a long-term rewarding quality of life without addiction. The individual businesses include Serene Connections, a publishing and professional educational conference production company catering to the field of addiction treatment: The Evolution of Addiction Treatment is the flagship conference. Serene Directory, an online directory of professionals and organizations affiliated with the treatment of addiction. Serene Foundation, a micro loan lender providing funding for the continuum of addiction care. Serene Scene Magazine, a publication promoting long-term healthy lifestyles of recovery. Andrew Serene Institute providing educational opportunities to professionals.

Andrew has authored many articles related to addiction treatment, health care agency productivity, industry specialties, as well as business approach and leadership and has been published in Serene Scene Magazine, Behavioral Health, Freedom Newspaper, Sound & Video Contractor, Western Wall and Ceiling Contractors Association Bulletin, Connections Magazine (Australia), dB Magazine, EQ, Lighting & Sound International (Canada), Sound & Communications, Live Sound International (UK), Recording-Engineering-Production. Additionally, many patents and trademarks have been awarded to Andrew Martin for various business related products, brand names, and service marks.

Andrew is also very active on boards related to the treatment of addiction. Andrew also keynotes for many organizations and speaks internationally on many topics relating to the treatment of addiction.