



Home

Mission ▾

Services ▾

Testimonials

Clients

About ▾

You Are Here:SEP 2003



Focus

A Newsletter published for clients and friends of Wagner Consulting Group

SEP 2003

VOL. V, NO. 3

What's in your Time Pie?

The time you spend on daily activities reflects your priorities. Or should. However, a disconnect between your priority **goals** and reality often occurs. This is especially true in business. And especially dangerous for a Leader. No one else can compensate for a Leader who is routinely distracted from important - but not urgent - tasks. Establishing a "Time Pie" for the Leader helps solve this common problem.

A pie chart with four segments is a useful visualization of a Time Pie. Each chart segment represents the percentage of time spent in a broad category of work activities. Typical categories include:

- Marketing and Customer Relations
- Operations
- Finance and Administration
- Sales (Proposals/Bids and closing the deal)

Creating a personal Time Pie is a tool to quantify priorities, achieve personal discipline, and increase personal and organizational efficiency. Use the following steps to get started.

1. Choose four work activity categories. Those listed above work for most situations.
2. Set a percentage of total work time for each category, the total of which equals 100%.
3. Pick a total number of hours worked per month.
4. Select your top five or six activities in each of the four major categories. Include an "All Other" activity for each.
5. Allocate the each category's monthly hour budget among the activities defined in Step 4.
6. Build a monthly work schedule, by day and time, for core recurring activities.

Step 6 is the secret to success. Establishing routine times for key activities preserves focus and increases efficiency. For example, scheduled meetings with key subordinates ensure routine communication of all issues, not just the current emergency. Non-urgent issues should be saved for discussion at the meeting, reducing interruptions during the day. Also schedule blocks of time for undisturbed work, when you will not be interrupted by calls or other routine matters. Both of these techniques boost efficiency - yours and that of your key subordinates.

Reducing the Leader's time spent on ad hoc meetings and handling routine questions has benefits beyond the obvious. Many problems that seem urgent at the moment are often resolved with the Leaders' involvement.

Finally, reviewing your Time Pie may reveal the need to restructure responsibilities.

- The "Reverse Delegation" syndrome often shifts to the Leader issues that should be resolved by others.
- The Leader who thinks he must be involved in every decision is a tougher challenge.

I routinely remind CEOs, "Even if you can do everything better than anyone else, there is only

Page Links

Case Studies
 Signup for our free newsletter
 Newsletter Archives
 Downloads

one of you and many of them." Moreover, there are certain tasks only the Leader can accomplish.

Tom Wagner

We help clarify options so our clients
identify the Right Questions
and solve the Right Problems.
Call us at 800 422-1374 to learn more.

Copyright 2006, Wagner Consulting Group, Inc.

[Home](#) | [Mission](#) | [Services](#) | [Testimonials](#) | [Clients](#) | [About](#)

Copyright 2011 Wagner Consulting Group, Inc. - (800) 422-1374