

Attention: Time Thieves!

How to fight time traps and time thieves ...



We all know that time passes at a different pace depending on what you are doing and the pressure you are under. Thirty seconds can seem like an eternity if you are in a precarious situation. But if you are watching an exciting soccer match, like the recent World Championship, thirty seconds seems like nothing. The same period of time can appear to be shorter or longer.

Time is life, which continuously and irrevocably trickles away. There are 168 hours in one week, therefore we should have enough time to manage our daily life. But there are many time thieves that steal our precious time. Therefore, it is important to recognise them at an early stage and to fight them appropriately.

Time thieves are all external influences that steal our time. The "Top 3" of these are telephone, meetings without an agenda and e-mails.

1. **Telephone:** Why do others get to decide when you will talk with them? Let the secretary or the voice-mail take messages and return calls when it fits your schedule and your plan. Cell phones can be turned off.
2. **Emails:** Use the delete key more often. Go offline – in doing so you can avoid continuous disturbance while working. Look at your e-mails at a specific time two or three times a day.
3. **Meetings:** Never meet without having one person who is responsible for the agenda. Make sure that there is a guideline or plan to follow. Always have a time limit. Make clear opening statements about the agenda and schedule.

In addition to these three common time thieves, there are more factors that disturb your workflow: unscheduled visits, tasks without goals, unclear communication and information, computer problems – all these time thieves can be battled. With planning, even the traffic jam on your way to work can sometimes be avoided!

Reducing time thieves will result in:

- More freedom for creativity
- Stress relief
- Better overview
- More free time
- Systematic and constant achievement of goals

time, little spare time and continuous time pressure. As a result, there will be dissatisfaction, more mistakes made and fewer positive results. You react, not act! In order to get control over your time and amount of work, you need an effective time management plan. The first step is an analysis of the situation. What are my time thieves? In which time traps do I get caught? Where can I become more efficient? Once the problem is found, it is a step-by-step process of change to get rid of old and unproductive habits and to replace them with new productive ones.

You can find more information about time thieves, time traps and how to generally improve your skills in the area of time management in our '**Priorities Organisation Planning**' **BEITRAINING**[®] programme

Quotation of the month:

"If time be of all things most precious, wasting time must be the greatest prodigality, since lost time is never found again."

(Benjamin Franklin)

BEITRAINING[®] - Partner for Consultants' Lounge at START Fair in Essen

The organisers of the START Fairs and **BEITRAINING**[®] have collaborated to offer a Consultants' Lounge at the upcoming START Fair in Essen. Owners of new businesses will be able to seek help and advice from **BEITRAINING**[®] experts.



The Consultants' Lounge at the Nuremberg START Fair proved to be a great success. There was a strong demand for the topic 'Strategic Business Building'. The other topics offered by **BEITRAINING**[®] – 'Marketing/Sales' as well as 'Leading and Recruiting Employees' – were quickly booked to capacity. Andreas C. Fürsattel, CEO of **BEITRAINING**[®] International, was one of the consultants at the Fair. "We had the opportunity for a constructive exchange with people who plan to open a new business by giving them thought-provoking ideas for their corporate planning. Many problems can be avoided through effective planning."

For the Essen START Fair, **BEITRAINING**[®] will expand the consulting team in order to manage the greater demand. Appointments for the Consultants' Lounge at the START Fair in Essen, which takes place on September 24th and 25th, 2010, can be booked here: <http://www.start-messe.de>.



Kleinreuther Weg 87
90408 Nuremberg
Tel.: 0911/20 600-0
Fax: 0911/20 600-14

info@bei-training.com
www.bei-training.com