

The Balance Sheet

Work smarter and manage effectively

As a manager, you know the importance of time management. However, an occasional review of basic time management techniques can help you evaluate how you're doing.

An effective technique is to maintain a time log over a specific period — say, two weeks. Record everything from the moment you arrive at work until you go home

at the end of the day. Include phone calls, meetings, coffee breaks, travel, reading, report preparation, and so on. This may be burdensome, but the log's benefits make it worth the effort.

Using your time log or other records, try to isolate nonproductive, time-wasting activities. Ask yourself:

What percentage of my time am I spending on each activity?

What am I doing that could be done better (faster and more effectively) by others?

Where am I spending too much time without a corresponding pay-off?

After this review, you may find that you are spending too much time in meetings, on the telephone, performing work that your subordinates should be doing, or fighting crises that could have been anticipated.

By analyzing your time you can identify major time-wasters and mitigate their effect or eliminate them entirely.

Long-term planning and goal setting are fundamental elements of effective time management. They must be complemented, however, by short-term planning.

Start with your goal, then break it down into action plans and tasks that can be incorporated into a daily "to do" list.

When you can, call just before lunch or late in the afternoon.

Have your secretary screen incoming calls and assist callers on all routine matters.

Inform long-winded callers that you have only a few minutes to talk.

Consider establishing a definite period each day as a "quiet period" during which you accept only emergency calls.

EDITOR'S NOTE: John Kane, C.A. is a resident of Unionville and a partner in the Toronto office of Thorne Riddell, Chartered Accountants.

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UNIONVILLE — VICTORIAN REPRO
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IN SEARCH OF THE GREAT CARVED PUMPKIN

Y'All come to our Pumpkin Carving Contest

Saturday, October 27th 10:30 - 12:30 Crosby Memorial Arena - Unionville
First Prize — 10 speed bike
Second Prize - Ski Package
Third Prize - Cabbage Patch Doll
Fourth Prize - Cabbage Patch Doll



Guidelines: 1 entry per family - Gr. 8 & under each entry must have one parent and one child. Creative materials may be used - judging & prizes at 12:30 pumpkins & carvers supplied

Witches & Goblins will be there to greet you! Hot chocolate & donuts served.

Please call our office 474-1710 to reserve your family's spot!