

C O R P O R A T E JEDI

Stop The World.....I Want To Get Off!

Isn't the year flying by? Have you done all the things you were going to do?

My Great Grandma had a great perspective on why time passes so quickly as we get older. At ninety nine years of age she had life experience that was worth listening to. She said that when you are three years old another year is 1/3 of your life so it seems like a long time, when you are ninety nine another year is nothing so of course it seems to pass more quickly.

The Christmas and New Year period is, for many of us, one of the few times in a hectic business year that we stop and take stock. It is often during this time that it all seems so simple. The answers are right there in front of you, a couple of simple changes to the way you work are the panacea that creates your perfect life and job role.

So where did it go wrong, already? Or is just that so far the year has been busy and you will implement the changes next month. *(The great thing about that sort of planning is that you are usually dead right, you will implement it next month and it has been next month for the last X years!)*

Or is it simply that it will be ok when you can just find the time.

The Obvious Secret

It all seemed so simple between Christmas and New Year because you had the time to create the space to think instead of just do. You could sit back and see the situation for what it is, the big picture, the whole strategy, long term objective, whatever you call it, it is so much easier when you have time to think and are in control instead of fire fighting, reacting and under the control of situations and circumstance.

Often we find that clients have all the resource skills and knowledge that they need to resolve many of the issues in their business and their life but they don't use them in the right way or apply them to right areas to gain maximum benefit.

This is typically because they haven't got time to plan, to assess to think. They are too busy flying by the seat of their pants, doing the things that have to be done now to stop the immediate issue and not thinking beyond the immediate result and often they end up solving one problem and creating another.

So what is the obvious secret? Find the time.

Now you have two choices,

1. Book a 1-2-1 with whoever you believe creates time, Darwin, Aliens, Your Creator, Change the Earths Orbit Round the Sun, who or whatever you think controls time.

2. Look at what you can control, not time but your actions and the tasks that you perform.

There is a third option for one among us, The Doctor, you can use your T.A.R.D.I.S. and manage time as you see fit.

Time Management

So much has been written about time management; however the simple truth is we cannot manage time. A second, a minute, an hour they will continue to pass at the same rate every day until 24 hours have passed and the next day starts. What is there to manage?

Trust me whether you manage it or not time will continue to pass at the same pace and will carry on quite happily without you.

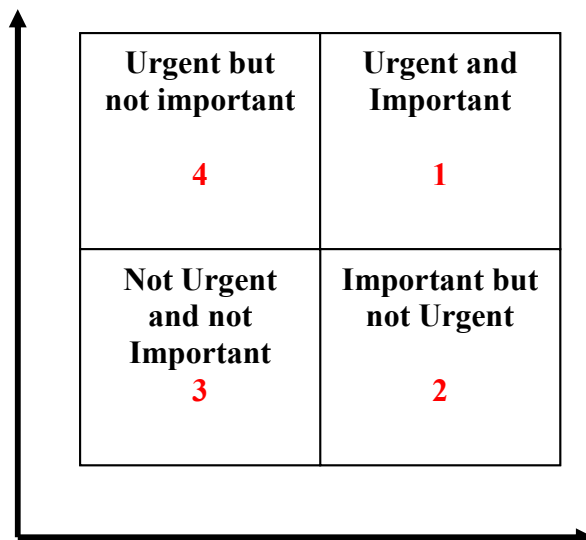
But here is the good news, my Great Grandma was right, it is our perception of time that we can manage and what we do in the time that we have. So we can be in control, we can be at choice and make a difference to create the space we need to do the things that will change our business and lives.

There are two aspects to managing the daily tasks that we face :

1. Education : Process, systems knowing what to do
2. Motivation : Actually doing it consistently and willingly

Education

In my view Stephen Covey has provided one of the best task management tools when he determined that we can assess a task on two dimensions. Whether it is important and whether it is urgent.



If you review each activity that you are involved with I think you will be surprised where you spend your time. Quadrant 3 is all the things we enjoy, Quadrant 4 and Quadrant 1 are the fires and crises that demand our attention, we are under their control they are the vampires that suck our time and will to live.

So what about Quadrant 2? That's the simple secret. Spending time on Q2 activities puts you in control, it prevents fires from starting it creates the time to think and plan.

A real life example is the Fire Service. They spend 70% of their time on educating people on Fire safety, quite literally stopping fires from starting. They are in control, they can plan when the meetings take place they can allocate time and resource it makes life easier. A Quadrant 2 activity creating time and control.

30% of time is spent putting Fires out. Quadrant1, reactive unplanned, can happen at any time and create all kinds of problems. By concentrating on Q2 activates the Fire Service limits its Q1 time and keeps as much control as it can in what is a reactive business by its very nature.

So if it is that simple why don't we all do it.

Just because it is simple doesn't mean it's easy. It's easy to deal with things that demand our attention, to accept the distraction and fool ourselves that we are doing something that helps. But you know you are dealing with the symptom not the cause.

Take the time now to change what you do with your time. Find the cause, find the Q2 activity that will prevent the Q1 things demanding your time next month.

The secret is to keep doing it. You won't get instant results. The Q1 things that demand your attention today were created months ago when you didn't do the Q2 things you should have done. So a change now will produce results later.

Here is the clever bit. Once it takes affect it is a lasting change. Taking the time to get it right and keep getting it right creates lasting change.

Every farmer knows it is the work they did in the field last year that creates this years good crops and to get next year's crops they have to do the right things this year.

So where is the motivation?

What frightens you most, it always being this way or having to make a change?

So what will you do :

1. Book a 1-2-1
2. Start building a Time Machine (you haven't got enough to do)
3. Take responsibility and control
4. Call the Jedi we have some tricks that might help

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