

# Time Management



In this process, we look at how the client is using their time and how effective they are at planning their time and how they prioritise tasks and workloads in the business. It is also an opportunity to explore how they balance their time across their lives and between family work and other commitments.

It is worthwhile starting the discussion around what they need right now in terms of time and how it is being spent and distributed. It is key to understand what they see as the really important aspects in their lives and business so back to Boulders Rocks and pebbles with their time. Where are the big chunks of their time spent and how effective is that and is it adding value to their life and business?

## WHAT IS THE PRIME OBJECTIVE?

- To reduce your time and hours spent in or on the business
- Grow the business
- More time with the family
- Spend time developing the team

## HOW DO THEY SEE THEIR TIME SHOULD BE DISTRIBUTED

- Work
- Home / family
- Other/ Social sport etc.
-

## WHAT ARE THE BIGGEST DRAIN ON THEIR DAILY WORK TIME?

- Processes and issues
- Clients
- Sales and Marketing
- Staff related

## WHAT ARE THE CURRENT PROCESSES IN PLACE TO PLAN AND MANAGE THE BUSINESS OWNER'S TIME?

- Calendar
- Diary
- Daily to-do list
- What ever comes in

## WHAT ARE THE NEEDS VS THE SKILLSET REQUIRED TO OUTSOURCE?

- 
- 
- 
-

## WHAT REPORTING DATA DO YOU NEED TO FEEL SAFE?

- All areas of the business
- Metrics
- Staff
- Client information
- Finances

## WHAT ARE YOU SPENDING YOUR TIME DOING (DAILY, WEEKLY AND MONTHLY) THAT CAN BE STOPPED?

- 
- 
- 
- 
- 

## CAN WE GET THE OWNER TO FOCUS ON WHAT THEY SHOULD BE DOING DAILY, WEEKLY, & MONTHLY?

## WHAT IF ALL THE EFFORTS WERE FOCUSED ON WHAT SHOULD BE DONE, WOULD THIS CHANGE THE BUSINESS AND THE RESULT?