

QUICK TIPS – *PLANNING TIME*

In a Manager's normally busy day, how does one make time for everything that needs to get done?

The short answer is – *You Can't!!*

This leads to an important consideration.

If all things are of equal importance, then the things that get done or don't get done, and the order in which they are done, are inconsequential.

If, however, things are of differing importance and criticality, then a way is needed to sort them out and sequence them.

Planning is this sorting out process.

Planning brings order from the chaos and randomness that otherwise confronts us on a daily basis. It also enables us to gain control and *manage* our activities, and those of our subordinates or team.

Planning makes the difference between *managing* and *reacting*.

But, busy Managers often fail to allocate time for planning.

Managers who plan successfully construct a plan for the year and within that a plan for the month and within that a plan for the week.

Essentially, Managers need to spend time **planning on a daily basis**.

The key to this success is to set aside dedicated *Planning Time*, as part of your daily routine.

Begin your day by planning out activities and end your day by analyzing how the plan worked out and what needs to happen tomorrow.

On a weekly basis, do a similar analysis of your monthly plan. Likewise, on a monthly basis, review the progress of your yearly plan.

Planning does take time, but it is only by planning that Managers can gain control of their time and portfolio.

