



AUSTIN HARDWARE

TIME MANAGEMENT GUIDE

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What is Time Management?

Time management is an essential part of your job, especially if you take on a lot of different roles. We get it; you're busy. You fulfill a variety of different roles at your company, including not only your tasks but overseeing the functions of those around you. Your job is important, and you take it seriously. Don't you want to take it to the next level, both personally and professionally? Do you feel like performance could be improved? Don't you want to step up and be a better leader for those who look up to you?

An essential part of getting the job done is time management, time IS money, and you can master both if you learn necessary time management skills.

Reasons for better time management:

1. **Get more done in less time.**
2. **Structure your tasks with a hierarchy.**
3. **Make your workflow more efficient.**
4. **Increase you and your team's workflow.**



All of these add up to better productivity, more tasks accomplished in the right order, and more success for your company.

In this guide you'll learn:

- ✓ **What time management is.**
- ✓ **How to get better at managing your time.**
- ✓ **Useful and applicable ways to get better at time management.**

TIME MANAGEMENT FOR YOUR BUSINESS

YOUR MOST PRECIOUS
AND LIMITED RESOURCE
IS TIME.

IT'S TIME TO LEARN
EFFECTIVE TIME
MANAGEMENT.

SAVE MONEY

YOUR TIME IS YOUR
MONEY. IT'S TIME TO
GET THINGS DONE ON
TIME.



TIME IS PRECIOUS

YOUR TIME IS LIMITED.
YOU WANT TO WORK
WHEN IT'S TIME TO WORK
AND MAKE TIME FOR
MORE IMPORTANT
THINGS WHEN THE JOB IS
DONE.



DO THINGS THE RIGHT WAY

STREAMLINE YOUR TASKS,
NOT ONLY FOR YOU BUT
FOR YOUR TEAM. IT'S TIME
TO MANAGE YOUR TIME AND
MAKE THINGS HAPPEN.



How Does Time Management Work?



Time management is a learned discipline that allows you to plan how you will spend your time accomplishing a certain task, goal, or activity. Specifically, time management refers to how you will improve your efficiency accomplishing your task(s) in a certain amount of time. It's no secret that in business, this is an important skill to attain and master.

There are only so many hours in the day, and often a lot of tasks that need to be delegated. Time is money, your business, job, customers, and team depend on time management to [improve your bottom line](#) and increase the efficiency of the business from the top down.

So... Why is Time Management Important?

Great Question! If you're like many of our customers, your job is probably synonymous with the word "busy." You wear many hats, you're always on the go, and your tasks are varied. Learning time management is vital for you to be able to get your job done quickly AND efficiently. ***Here are a few things you gain from learning better time management skills:***

SIMPLICITY:

We've all heard the phrase "keep it simple." It's as simple as that, but still, we forget how to keep things simple when we get bogged down with our day to day tasks. Time management creates simplicity, ease, and efficiency of your many responsibilities.

EFFICIENCY:

Along with simplicity, managing your time wisely, and learning the skills to effective time management creates efficiency. Creating efficiency means improving performance not only for you, but also for your employees or team, and your company. This type of efficiency ultimately creates more opportunity.

OPPORTUNITY:

That's right; business is all about opportunities. Being in the right place at the right time and having an open schedule to tackle new opportunities and goals. By streamlining your workflow, you open up your schedule to allow new business opportunities to happen.

Time Management Essentials

Now that you know a little more about time management, it's time to consider some essentials to help you manage your time.



- ✓ **Find Out What Tasks Take First Priority:** Finding out which tasks are priority helps you determine which order to tackle your workload and delegate to your team.
- ✓ **Consider The Big Picture:** Don't let distractions, useless meetings, or minor setbacks determine your success or the success of your company. Your goals and time management strategy should focus on long term solutions.
- ✓ **Take Care of Your Health:** Your health is the number one priority when it comes to doing your best work. Getting enough sleep, eating healthy foods, and exercising help you perform your best at work.
- ✓ **Set SMART Goals:** Setting S.M.A.R.T. goals helps you and your team tackle long term ideas and plans.
- ✓ **Value Collaboration:** Find value in working as a team. Multitasking is known to decrease performance, try finding ways to create a team atmosphere.
- ✓ **Try "Time Blocking":** Blocking out or setting aside a certain amount of time for your tasks keeps you focused and helps eliminate distractions.

Time Management Resources

Below are some resources to help you learn more about valuable time management skills, insights and tips.

1. ["15 Time Management Tips for Achieving Your Goals"](#)
2. ["15 Surprising Things Productive People Do Differently."](#)
3. ["6 Tips to Help Employees Manage Their Time."](#)
4. [The 7 Best Time Management Tools For Your Small Business](#)
5. [10 Tips For Effective Corporate Time Management](#)

Time Management For Your Business...

Think about your long term business goals....

Think about where you see your business in the next year, the next five years. If you're in a leadership role, think about the skills you want to empower your employees with.



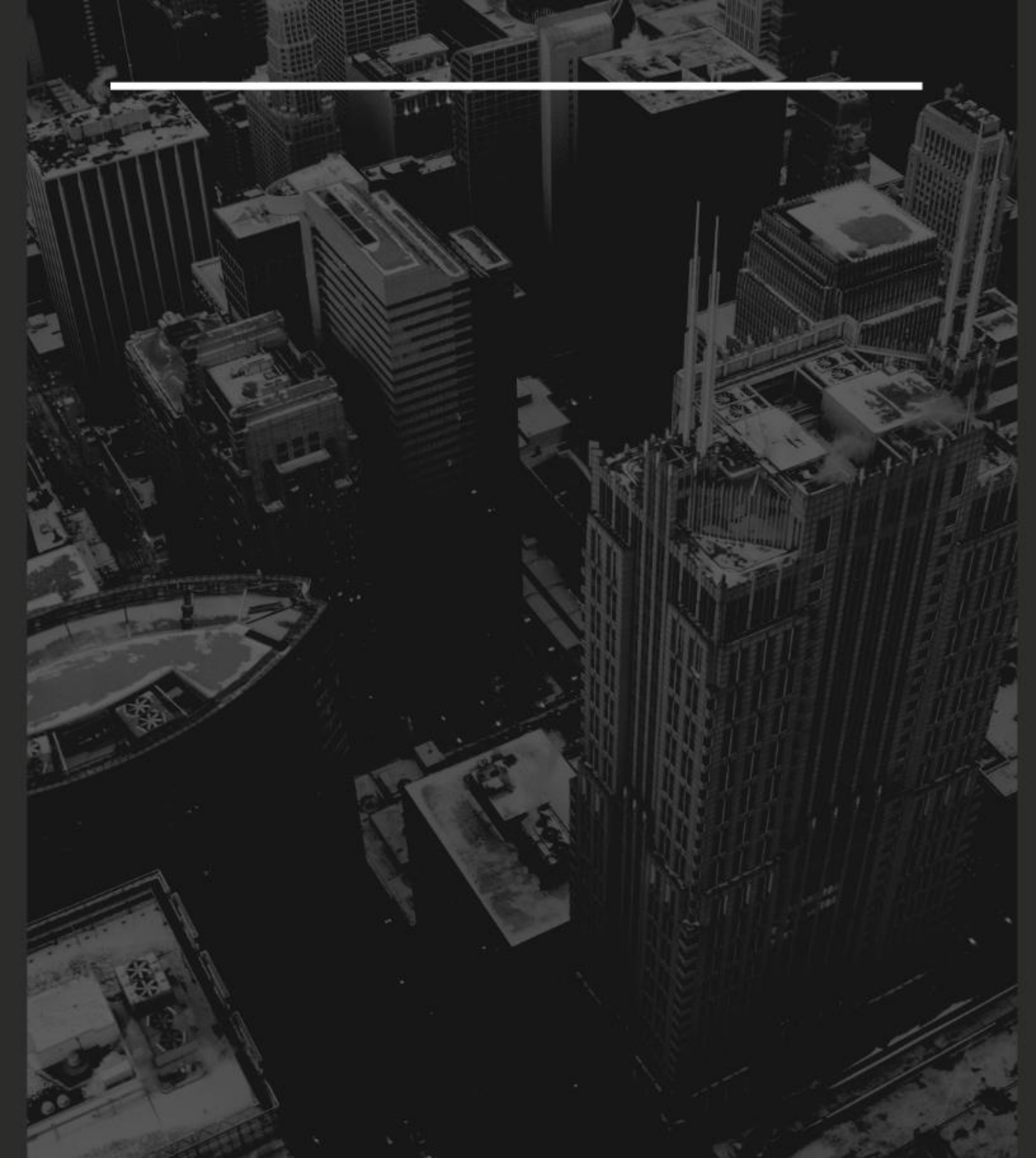
Now think about the big picture.

There's a lot of accomplish today, tomorrow, this month, this quarter... Your company probably set great growth goals for the year. You need to master time management, not only for you but for your team as well. ***The future success of your business depends on it.***



It's time for you to take control of your time.

Time is one of the most limited and precious resources available to you. You spend all day managing orders, emails, phone calls, employees, it's time to manage your time. It's time to make your time at work productive. The more you focus on how you spend your time, the more you can focus on the critical things you have to get done. We've all heard the phrase "work smarter, not harder," and this is your opportunity to work smarter. With time management, you can find that simplicity and efficiency that ultimately creates opportunity. In the business world, we know that opportunity is everything. If you're serious about business, about your company's bottom line, and creating new opportunities, it's time to get serious about time management.



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