



3RAPTORCONSULTING

Newsletter

November 17 2021

Time Management

To say there is one way to manage time, or even multiple ways, would be to place each of us in a set of boxes and assume we all have the same responsibilities and pulls. Rather, I would like to challenge you to think of time as an investment- the way you use your time is a financial investment. This mindset allows you to make effective and efficient decisions about the use of your time.

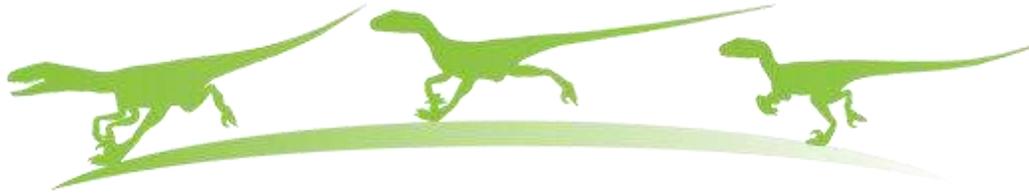
Some pointers to help you make wise investment decisions:

- Group like tasks together. Every time we are interrupted or change to a new topic, our brain flow is interrupted, causing us to lose time as we refocus, and ultimately making our work less cohesive and effective
- Create a schedule and routine that works for you. When you can create designated work times, or dedicate a day to one set of tasks, your work will be better, your time used more effectively, and you will have the ability to lose yourself in your passions
- Work for 50 minutes then take a 10 minute break. No matter how dedicated we are to an activity, our bodies need movement, and our brains need a moment to catch up and even to look at things differently. Work for a set time and then give yourself a break. Go for a walk, get a drink, or return a phone call.
- Create set times of the day to check your email and return phone calls.
- Create a reward system. Tell yourself that if you complete the activity, you can have a 10-minute break to scroll social media, read a book, or play with your dogs.

No matter how you manage your time, make sure you approach each day with the mindset that how you use your time is an investment in your career, business, family, or self. Make each investment worthwhile, make sure there is always a gain or profit.

New Series: Surviving the Holidays

We are launching a new video series which will take us through the new year. Imagine learning how to manage the stress of the holiday season in your professional and personal life. As much as we would like to admit that we can separate our personal and professional lives we really can't. We will cover several topics which will give you the tools and resources needed to successfully manage the holiday season in all areas of your life.



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- How to say NO
- Preventing holiday burnout
- Remember, it's not a competition
- How to show gratitude
- Valuing employee contributions
- Thanking employees
- Creating new habits for a new year