

Executive Time Management

I know an outstanding executive who always gets his work done in half a day. I don't mean he goes home at noon and takes a nap for the rest of the day. Well, at least not every day. No, he has designed his job and manages his time so he can accomplish all of the mandatory things required by his job in half a day. He then spends the rest of his time doing what he wants to do.

He's done this for years. And he's done it as his responsibilities have expanded . . . and expanded. I recently saw his responsibilities almost double. It took him about six weeks to get everything organized so he could get himself back on his regular schedule. He effectively integrated two new departments into his operation in this short period of time and they worked better than before.

Over the years, I've watched how executives operate and the truly successful ones all seem to have this ability. Some aren't even aware they are doing it but all of them are able to get their job done in half the time it takes others. We believe this is an important factor in what ultimately made them successful.

Having this much discretionary time allowed them to focus on the problems and opportunities that needed to be addressed. And they were able to do it in a timely manner. They had control over their own destiny because they had control over how they spent their time. Having this ability allowed them to differentiate themselves from others. It allowed them to be successful when others were bogged down.

Our management consulting firm specializes in helping insurance companies redesign themselves so they can successfully compete in today's increasingly competitive environment. This doesn't work well unless executives and other key people are also willing to make the changes necessary so they can effectively lead their newly designed organizations. Effectively managing your time and being able to dramatically increase the personal value you add to your company is an essential part of this redesign. We believe that any executive who is going to be successful must have the intelligence, energy and, most of all, discipline to accomplish this.

When you look at your own situation, you know if you are currently doing this or not. If you're one of the lucky ones who does this naturally, then our advice is to stop reading any further and keep on doing what you've been doing. If you're not so lucky, then continue reading and consider making some major changes. Time is your most precious asset. We can show you how to become more effective.

As with any worthwhile activity, this personal change process takes time and effort. It doesn't just involve managing your time better. It requires a clear understanding of your responsibilities, goals and results, how effectively your responsibilities are organized, how authority is delegated, your own, personal management process, etc. It requires everything you do to be worthwhile and contribute to your company's success or it should be eliminated as a waste of time.

We can get you started on this new track in just two weeks. Call me if you're interested. Also, please review our latest article in Best's Review. It's entitled [A New Attitude](#) and starts on page 38 of the December issue. If you'd like a reprint you can download one from our website at McDonaldConsultingGroup.Com.

Happy Holidays and have a great and prosperous New Year.