



Comprehensive Global Consulting Services

Commentaries and Insights from Allawos & Company

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“Time Limits With A Stop Watch Create Frustration?”

Michael Allawos, Principal Consultant

The term "time limit" makes most people think of racing the clock. "I only have five minutes to do this!" or "Hurry, I have to finish this project in the next ten minutes or it is over!" But, time limits don't necessarily have to conjure up fears of rushed time. In fact, the act of setting time limits can actually make your work efforts more efficient and lead to a better organization and use of your allotted time.

So, how can you use time limits in your management plan in a positive way? Start by timing some of your more mundane activities. Do you need to file a stack of invoices? Make a list of supplies to reorder? If so, use these activities to become more comfortable with racing the clock. Since they are not important, thought consuming activities, there will be no pressure from making sure the job is extremely well done. Remember; Pressures create frustration.

Beat the Clock

Start by setting a kitchen timer or smart phone to a ten-minute limit. See how much you can accomplish in that allotted amount of time. Did you finish filing the invoices, or did you need more time? Use the results of that time limit test to acquaint yourself with the amount of time it takes to realistically complete these types of tasks.

Then, the next time that your schedule calls for filing or list making, break out your timer and race yourself. Can you beat your last time? And if so, buy how many seconds or minutes?

These "beat the clock" games can make mundane tasks seem more exciting and actually work to keep you focused, increase your productivity, and increase your interest in a repetitive task.

Another way to positively use time limits is to use your knowledge of how long certain tasks take. If you know that it takes you ten minutes to sort through your incoming emails, or to print that weekly sales report, you can use that bench mark as a time limit to tackle other tasks that also take that long to finish. And, since the time limit is so short, you can use race the clock to quicken your efforts.

For instance, if you are adhering to your written schedule and find yourself waiting for a report to process or print, you can tackle a few or all of the tasks on your "ten minute" time limit list by multi-tasking.

The final way that you can use time limits in your new time management plan is by limiting the amount of time you spend taking on extra tasks. Although you may want to believe that you can do everything -run a business, spend time with your family, host a charity event- the truth is that no one person can possibly take on every responsibility with and achieve a good outcome.

Your time is important and how you choose to spend that time and make the difference between a successful business and one that no one will remember five years from now.

About Allawos & Company, LLC

Allawos & Company is a comprehensive global business-consulting firm, tuned to enable organizations to identify and exploit opportunities through creative engagement built on a foundation of decades of senior management experience.

Whether in corporate development, strategic planning, alliances, market development, diplomatic engagement or manufacturing optimization, our team is focused on client-specific value creation.

Michael Allawos
President & CEO
Principal Consultant
California, USA

Larry Vertal
Senior Consultant
Corporate Development
California, USA

Ambassador Werner
Brandstetter
International Diplomat &
Strategist, Vienna

Albert van Rensburg
Senior Consultant
International Bus. Dev.
Guateng, South Africa

James Kohlhaas
Senior Consultant
Systems Integration
Washington DC, USA

Dennis Alfieri
Senior Consultant
Real Estate/Gov. Affairs
California, USA

Stephanie Jones
Senior Specialist
Employee Relations

Jim Shivers
Senior Specialist
Water Treatment

Magnus Caspar
Senior Consultant
Basel, Switzerland

California, USA

California, USA

*Alex Kam
International Trade Specialist
China & Hong Kong*

**More information is available at
<http://www.allawosandcompany.com>
or by calling (626) 335-5015 or (626) 824-4546**