

7 Powerful Strategies to Improve Your Business Time Management

Imagine having 7 powerful strategies to improve your business time management. How would that change your business? Remember that you cannot really manage time. But you can manage yourself. Everything you do in your business involves actions, conversations, or thoughts (ACTs). [Each one of these ACTs can take up your valuable time.](#) I certainly understand the problem of being over committed. Recently I found myself struggling with seven projects. They had been sitting on my desk for weeks. I was feeling overwhelmed. So, I took time to review the time management strategies that have helped me in the past. These strategies are truly self-management skills. By implementing these strategies, I finished those seven projects. Today I am sharing with you 7 powerful strategies to improve your business time management.

1. Categorize Your Priorities

Categorize as “important” the things that only you can do and prioritize them. Creating a 5-year business plan and networking with prospective joint venture partners are just two examples of projects that are “important” priorities. As management guru Peter Drucker said, “until we can manage time, we can manage nothing else.”

2. Delegate to Others.

If a task does not require your personal attention as the business owner, then delegate it on to one of your team members. Delegate as much as

possible. This enables you to focus on the money-making tasks. According to Kevin Kruse, author of [*15 Secrets Successful People Know About*](#), Secret #1 is: "Time is your most valuable and scarcest resource." How are you using your most valuable asset?

3. Make Business Appointments with Yourself.

Get a planner or calendar with pages laid out in 15-minute increments. Schedule your tasks for the day, in pencil if possible, to make it easy to change things around. When you physically write things down, they are easier to remember. According to the book [*15 Secrets Successful People Know About*](#), highly successful people live life from their calendar. Remember, that if it is not on the calendar, it will not get done. According to [Kruse, Secret #3 is: "Work from your calendar, not a do-do-list."](#)

4. Overestimate the Time Needed to Complete a Task.

If you are unsure of how long a task will take, guess and tack on an extra 15 minutes. Set a stopwatch timer to find out how long it really takes you to finish. When the task comes up again, use the actual time it took to schedule it in your planner.

5. Say "No."

You said "no" over and over when you were a toddler. As a teenager, you probably thought about saying "no" to your parents' requests. Then when you had your own children, you told them "no" on many occasions. Therefore, you have had a lot of practice over the years saying "no." You know how to do this. Get in the habit of saying "no" in your business.

6. Organize Your Desk.

You have heard the saying, “A place for everything and everything in its place.” Keep your desk tools within arm’s reach. Immediately after using an item, put it back in the proper place. Looking for the items you need wastes your time and frustrates you.

7. Focus on One Task at a Time.

Focus on completing one task and achieving one goal at a time. When each item is completed, you will get a feeling of success. Follow up with another success. This will give you a positive mindset, which encourages you to move forward rather than procrastinating. This was the key to finishing my seven projects. I could not work on them simultaneously. I moved them off my desk and worked on each one until completion. It felt like a huge burden had been lifted off my back.

Conclusion

If you need help managing your time, there are many ways to get things under control. Determine where you are wasting time. Then use these seven powerful strategies to improve your business time management.

Remember to:

- Categorize Your Priorities
- Delegate to Others
- Make Business Appointments with Yourself.
- Overestimate the Time Needed to Complete a Task.
- Say No.

- Organize Your Desk.
- Focus on One Task at a Time.

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