

New Year's Resolution – Get Organised

Happy New Year to you all, I hope you had a great Christmas. If you haven't made a new year's resolution here is one for you – "**Get organised and achieve more**". As business owners we are all time challenged, each of us only has 168 hours a week (7, 24hour days) and none of us can or want to work that long.

The following idea for freeing up time came from Red Day Coaching. As a small business coaching network they continually hear the complaint that there is not enough time to do what needs to be done. Their advice is that "***we all need to be very choosy with what we do with our time. We need to know what activities we should be doing and which ones we must NEVER be doing.***"

To make this easier to achieve Red Day Coaching suggest keeping track of the things you do and categorising them into three groups – Zone 1, 2 or 3 activities.

Zone 1 – Frustrated Zone. These are the things we don't or can't do well. They are huge confidence and energy zappers. If money or time wasn't a problem they would be delegated or outsourced now. *What's it costing you not to?*

Zone 2 – I'll Handle It Zone. These are the jobs that you can do well but they are not the important things you know you should be doing. You know others can do them just as well but you argue that you don't have the time or the money. Again what's it costing you by not delegating or outsourcing them?

Zone 3 – The Unique Talent Zone. These are jobs or tasks suit your natural ability, you get excited about doing them and they add the most value to your business.

The aim is to spend 90% of your time working on Zone 3 activities. The only way you will achieve this is to stop doing the Zone 1 & 2 activities. Get others to do them, delegate or outsource them. Sure it costs, but what is it costing you in time, energy and lost opportunities by not doing so.

If you need help getting organised, give me a call. **Neville Hughes**