



DO BUSINESS FASTER™

Jim's Profit Accelerator 248 Create Time for Yourself

This is the ultimate impossible dream, and yet, and yet....

Most days we all have spaces in time where we're not "on task," and that's okay. Take a moment and reflect on yesterday at work: Where were there spaces when you weren't on task but you were "busy"—or even not busy, just talking, or something like that? If you can't come up with any times, watch yourself today, with these questions:

1. When am I doing work that someone else could do well enough?
2. When am I doing defensive work (work so that I won't be caught by my boss)?
3. When am I fiddling?

SPEED BUMP: Each of us has time that we're not using well.

Now stop. I'm not suggesting that there shouldn't be fiddling time. There should be, because it's recovery and reloading for the next batch of challenges. It's vital, so do it, reward yourself for doing it, and watch what comes of it in a while.

But here's the opportunity: After some fiddling there's time available to you to use, if you're ready to grab it. What does it take to grab it?

Preparation to grab some time spaces for yourself:

- Start your day by noting at least one critical task.
- Pledge to do that task first thing.
- Keep your "critical task list" (there will be items left over) for when you have a time space. Right then grab an item from the list and do it. There: you've created output that you otherwise wouldn't have.

SPEED BUMP: Creating time is mostly about preparation.

When team leads saw what they needed to do in the coming day to stay on track with their production targets, they usually found a way to get it done. If a machine was down (computer, printer, shaper, brake press, welder), they'd get to the maintenance team immediately to get that machine back online, instead of waiting until the maintenance schedule got to them. This obvious process was built on a clear daily and weekly target for output, so that they could see what they needed to stay on track.

When my physical therapy client (a chain of clinics) realized that their therapists had no easy way to stay fully scheduled, they did these things:

- Tracked daily therapy hours by therapist, reported as a percentage of capacity.
- Helped therapists grasp that their pay and quality of life depended on a full schedule.
- Used a daily review to see how they were doing as a team to keep each of them “full.”

They were able to keep their schedules mostly full without an impossible work burden, which seemed at first like an impossible goal. Once they decided to make it work, they did it. It involved phone follow-up for patients who no-showed, scheduling patients to another clinic that had therapist time available, and so forth.

SPEED BUMP: Time spaces pop up when you want to see them.

ACCELERANT: Where are your time spaces today?

For more information on how you can accelerate revenues and profits in your business, please call or email me.

A note on **SPEED BUMPS:** Use them to click quickly with an idea that can immediately be implemented in your life as a business leader. Think: “How can I use this today?” or “Who can use this?”

For more information, visit www.grewco.com.

Jim Grew, the Business Defogger and Accelerator, helps leaders discover hidden opportunities within their businesses and exploit them for dramatic results. Jim has led 9 businesses, worked in 31 companies at C-level, and is an expert in strategy and executive leadership. He presents regularly to industry groups, mentors business leaders, and shares insights in his Executive Letter (above). Jim holds BA and MBA degrees from Stanford University. In his new book, *The Other Side of Succession*, he shares how to plan for the future by growing your business now.

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