



Acumen

Analyze the Past, Create the Future.

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Quote of the Month

"Time is the most valuable thing a man can spend."

- Theophrastus

Superstar Strategies

Mr. Time, I am the Boss!

Equal opportunity . . . non-discrimination . . . The truth is, time is probably where we find the most equality - every person on earth has 24 hours a day. The better we manage our time, the more productive we are.

- ★ **Remember the three most important things** - Focus, focus, and focus!
- ★ **Set priorities** - Before we start doing something, ask ourselves, "Is this matter important or urgent?" Reflect periodically on whether we are productive or just busy.
- ★ **Strive for excellence, not perfection** - Perfection has a low return on the investment of time.
- ★ **Take one step at a time** - Procrastination does not help us save time; it can only make things worse. Breaking up a task into bite-size pieces helps us move forward.
- ★ **Recognize and avoid distractions** - Every time we do something that consumes our time, we should ask, "Does this contribute to our critical success factors?"
- ★ **Develop good habits** - Organize, delegate, and do it right the first time. Self-imposed deadlines are useful; allow for contingencies when setting a time-table.

