

## COACHES TIME SAVING MEMORANDUM

COACHES NEVER SEEM to have enough time to do all that needs to be done. Time may be fixed, but you can learn how to use it more efficiently. Here is a list of things that can help you better organize your time. Not all of these suggestions will work for you, but adapt and use those that will. Each principle emphasizes organization, job knowledge, planning, delegation and common sense—the goals of all good coaches. These goals are all long-term. They may cost you a little more time and effort up front, but in the long-run, they will help you be a better leader and, in turn, benefit your entire organization.

1. Keep a list of specific items to be done, prioritize them each day and use common sense.
2. Concentrate on one thing at a time.
3. Work on your “Things To Do” list without skipping over difficult items.
4. Use a calendar. Keep track of activities and appointments in one place. Link it with your goals and objectives.
5. Write shorter letters and memos, use form letters/paragraphs; generate as little paperwork as possible.
6. Practice “Wastebasketry.” Throw away things you don’t need.
7. Correspondence. Handle each item only once; don’t put it back into the pile.
8. Put signs in your office to remind you of your goals.
9. Review/revise your goals once a month.
10. Ask yourself, “Would anything terrible happen if I don’t do this particular item?” If the answer is “No,” don’t do it.
11. When you are procrastinating, ask yourself what you are avoiding. Do your thinking on paper.
12. Set deadlines for yourself and others that are reasonable, but don’t waste other people’s time.
13. Listen actively in every discussion; ask clarifying questions.
14. Set up a plan to get you from what you are doing to what you want to accomplish.
15. Ask questions; see if someone else has the answer already. Don’t reinvent the wheel.
16. Know when to stop a task. Don’t overdo it.
17. Set a purpose and a time limit for all meetings. Ask only necessary individuals to participate. Follow an agenda, and provide it to all those coming to the meeting.
18. Get rid of busywork. It’s not how much you’re doing that’s important, but how much you get done.
19. Decision-making. A clear statement of the problem is 50% of the solution.
20. Use simple charts or diagrams to communicate ideas rather than long, drawn-out papers.
21. Remember that coaches plan, organize, direct, control, motivate, communicate and delegate. Trust your subordinates and players to do their share.
22. Set aside time to concentrate on high-priority items.
23. Set aside and protect large chunks of time for tasks that require uninterrupted concentration.
24. Keep your desktop cleared for action. Put the most important thing in the center of your desk.
25. Have a place for everything so you know where to look for things.
26. Group your outgoing phone calls together and plan what you will say.
27. Write things down. Carry 3 x 5 note cards at all times.
28. Continually ask yourself, “What is the best use of my time right now?”
29. Use checklists. When many things need to be done, and if the order in which they are done is critical, make a chronological list.
30. Say “No” when you can’t do something.
31. Reward yourself. Give yourself time off and special rewards when you’ve done the important things.
32. Anticipate, look ahead and play “Devil’s Advocate.”
33. Delegate. Do the most important work and plan out work for others. Give your subordinates authority and responsibility.
34. Do it right the first time. We always seem to find time to do it right the second time after the boss has chewed us out.
35. Set up a quick reference file. Use it and update it.
36. Routine tasks must be accomplished as second nature. Establish a standard operating procedure and make sure all use it.
37. Don’t be afraid to ask for help.
38. Understand the requirement before you start. Don’t waste time working on the wrong requirement. Don’t be afraid to think about a problem.