

Time Management

Presenter: Jon Bartos – Founding Partner, The Global Performance Group

Jon Bartos is a premier writer, speaker and consultant on all aspects of personal performance, human capital and performance analytics. Jon is one of an elite group of executive recruiters who have billed over \$1 million annually. Within a 12-year period, Jon has cashed in over \$11 million in personal production. His office has won over 17 international awards, including International Billing Manager of the Year and Top 10 SC Office.

In this presentation, Jon shares how million dollar executive recruiters manage their time, including utilizing “selling” and “non-selling” time, structuring their day, outsourcing, and setting (and reaching) goals.

Meeting: “Time Management” by Jon Bartos

If you are reviewing this episode with a team, watch the entire Episode. Use the notes below to implement the material shared.

Facilitator: In the manufacturing economy, time was the currency. Systems were designed for maximum efficiency, and effectiveness was simply how much time could be dedicated to the process. The assembly line is a perfect example! In today’s information environment, directing our attention in the right places for the right amount of time and focus is the key to effectiveness. We can’t manage time, but we can manage our attention. Curious as to if you need help with this? If you have already been distracted at some point during this recap, no assessment necessary!

Let’s start with making an honest list of how the following truths “show up” throughout our day. The first step in healing is admitting that we have a problem, so let’s list our problems!

Truth #1: Work will always fill your day. How does this truth show up in our daily lives as recruiters?

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- _____
- _____
- _____

Truth #2: We often sacrifice the very important for the very urgent. What does this look like in real life?

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- _____
- _____
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Truth #3: We tend to focus on what is easy. What are the activities that are the \$10 per hour activities?

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Now, the most important list. What are the specific activities that are \$1,000 per hour activities, and need to be prioritized for prime selling hours?

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Bonus Truth: The tortoise beats the hare. Daily, consistent, realistic activities will pay off more in the long run than short bursts of passionate enlightenment. What are the couple of activities (measurable!!) that are not urgent but critically important that if you did each and every day, you'd have your best year yet?

- _____
- _____
- _____

Remember: Always ask *"Is this the most valued use of my time right now?"*



Describe in detail how you will improve your marketing efforts and/or effectiveness in the next 12 months:

Describe in detail how you will improve your recruiting efforts and/or effectiveness in the next 12 months:

Describe in detail how you can improve your marketing communications strategy (i.e. newsletters, mailers, blogs, articles, etc):

Strengths of Practice/Desk:

Weaknesses of Practice/Desk:



What are the three primary, quantifiable objectives that you want to have accomplished in the next 90 days:

- 1.
- 2.
- 3.

What are the three primary, quantifiable objectives that you want to have accomplished in 6 months:

- 1.
- 2.
- 3.

Make a list of all your current important projects that are not urgent, and then assign at least two one-hour slots a week to work on them. If you don't begin to do some of the strategic work now, when will you? Sometimes we get so busy with the minutiae that we neglect the forward-motion activity required for true progress or change. Usually, the most important things in your life are not necessarily the most urgent. They don't call you on the phone, put deadlines on your calendar, or knock incessantly at your door. They are often quiet - in the background - easy to forget and neglect. Schedule time for those important projects, and then schedule the nonessentials around them.

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