NLE Quick Tip: Are You Running an Emergency Room?

Presenter: Christine Geiger, Partner, Senior Director of Training, Next Level Exchange

Do you run your recruiting business - your search practice - like an emergency room? Are you mostly reactive to the things that are coming your way during the day? Does your day run you, or do you run your day? If you are like many well-meaning recruiters, you are letting your day run you. In this quick tip, Christine shares some best practices to help with your time management and scheduling to better optimize your practice and production!

Meeting: "Are You Running an Emergency Room?" by Christine Geiger

Recruiters are notorious for running their practice like an emergency room, letting the day run them versus proactively planning for maximum productivity. Many recruiters get into the habit of "winging it" versus making sure in advance that each call and activity gets them closer to their goal for the week. Christine explores why recruiters should strive to run their practice like a Pediatrician's office versus an emergency room doctor with humor and insight. The doctor analogy is wonderfully relatable to us – after all – who doesn't want to have a more efficient, productive search business? With simple changes such as beginning each day with at least fifty percent pre-planned and pre-scheduled and blocking similar calls and activities together, you will find yourself being more successful in less time!

QUESTIONS FOR SELF- REFLECTION

Do you run your day, or does your day run you? Are you typically reacting to what comes your way?

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Do you like to "wing it?" Do you typically pick your calls and activities as you go? Research on the fly?

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How often do you begin your workday with at least fifty percent of your calls and activities cherry-picked and planned? (i.e., compiled list of names, numbers, and emails in advance)

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How often are you looking at LinkedIn or other sites while your market is open?

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How often are you thinking about who you want to reach out to next, in between calls?

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VISUALIZE WHERE YOUR TIME GOES

Using the simple daily "Time Planner" or "My Schedule" documents on the following pages, map out your personal and professional time commitments for each day of the week (remember, we are not suggesting that you work 12 or 14 hour days!). Keep the below tips in mind when block scheduling:

1. Bookend each day with the time you get into the office and when you leave.
2. Note any standing meetings.
3. If you take time for lunch outside the office, note it.
4. Ongoing learning & development? Recurring training sessions?
5. Note and block non-negotiable research and planning time.
6. Remember the concept of block planning and the importance of putting similar activities together.

If block planning is new to you, begin with two separate one-hour time blocks each day. Each hour is dedicated to ONE specific task/ activity/ outreach etc. Perhaps you begin by blocking one hour each day for new marketing and a second hour for new recruiting on your highest priority search. Using the Time Planner, fill in your two one-hour blocks. While many find it useful to have recurring blocks of the same activity type each day, the main point is to simply set aside the time and stick with your plan.

What activities are you going to put in your first two time blocks? Remember, the key is to group like activities together to maximize efficiency!

Time block #1:

_____

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Time block #2:

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Ready to take it to the NEXT LEVEL? What additional activities are you prepared to block?

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Keep in mind that the goal is to come in each day with 50% of your day pre-planned! Planning for opportunistic activities should also be a part of your planning process!

Time Planner

Date: _____

Time	Details
7:00 AM	
7:30 AM	
8:00 AM	
8:30 AM	
9:00 AM	
9:30 AM	
10:00 AM	
10:30 AM	
11:00 AM	
11:30 AM	
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12:30 PM	
1:00 PM	
1:30 PM	
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8:00 PM	
8:30 PM	
9:00 PM	

In summary, remember that by beginning with some simple changes such as blocking dedicated research and planning time, grouping similar calls and activities together, you will be on a path to higher productivity in less time!