

Letter from the Chamber Chairman

Where did the summer go? I bet most of our kids do not like this part of the year. With the county fair finished, and all of the county schools started, the kids' summer fun is over. To me, this is my favorite time of year. I like it when it cools off, kids are back in school and it is football season.

The one question I hear often is, "How do we find the time to do the things we do". I know time management is one of the hardest things to control. Time management is no different - from work to your home life. You still have to manage your time without suffering stress and strain.

I had a quote pinned to the board above my desk from "Parkinson's Law". It says "If you have a heavy workload and need more time for it, you will not accomplish your work any better by increasing your hours." How true is this? It also says, "Parkinson's Law maintains that as you make more time available for your work, additional work will keep slipping in whether or not you want it." This is so true for the hard working, conscientious person. At first, all your work will be done. But, (there is always a catch) eventually the work will not be done, pressure will mount, and most likely, stress and physical or mental breakdown will exist.

Here are three ways that I try to manage my time more effectively;

1- We can do things faster. Time is saved with personal discipline. By imposing deadlines, and having self discipline you can help overcome the major enemies of time management, - indecision and procrastination. I have heard some successful business executives "slow down" their day by borrowing time for creative thinking and problem solving.

2- We can delegate. Delegation does not mean giving up leadership responsibility. It's his or her way of showing his trust in someone else's ability to do the job, while the leader remains accountable for the outcome.

3- We can eliminate the things that do not help us obtain our goals and concentrate on our higher priorities. We can use our time and energy more effectively by classifying these activities according to: 1) "critical", 2) "important but not critical", 3) "unimportant but desirable", 4) "unimportant and unnecessary".

Time management, together with your knowledge of establishing goals and priorities and making plans, should enable you to work better on what is important to you. By "building fences" around our life's activities, we actually win more freedom for ourselves.

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Chairman Steve Thomas

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