Time Gains Potential Survey

This survey investigates three areas for potential time gains with 10 questions for each area.
Give a point to every 'yes' you can give to a question.
Maximum score is 10 out of 10

FOCUS

The Focus area has to do with the amount of wasted energy due to a lack of clear direction (and motivation to spend energy in a certain direction).

To investigate the 'Focus' area, we first need to agree on how you define a goal. A goal has to be 'SMART' i.e. Specific, Measurable, Achievable, Realistic and Timed.   The most common mistakes with Goal setting are that people forget to add a time table to the goal, and make it measurable. For example 'I want more money' is not a good goal, as just getting 1 cent more, two years from now, would technically still satisfy this goal… So a better goal would have been: "I want to make $50,000 more in the next quarter".

Note that there is also a question about 'core values' in the list. An example could be: "I believe that it is very important to be home for dinner with my family". Let's say that you also believe that in order to make your desired amount of money, you need to take job that requires you to be home till late at night due to a horrible commute. At that moment, your core value conflicts with your goal, undermining your focus.

Please answer the following questions:

- I have a clear goal on what I want to have achieved 3 years from now.
- This goal is SMART
- I have a clear (SMART) goal on what I want to achieve 1 year from now
- I fully believe I can hit my goal, AND I expect to hit my goals
- I fully know WHY I want to achieve that goal, and it motivates me
- I have a clear, and well defined set of priorities in place to achieve that goal
- These priorities affect me on a weekly, and even on a daily basis
- I know I have the proper amount of time (and planning) reserved to hit my goals
- When I have too line items on my 'to do' list, I know which ones take priority as they relate to me achieving my goals
- I know that my goals do reflect my core values

TIME EFFICIENCIES

Unlike focus, time efficiencies are all about the efficiency you execute your tasks with.

Some of the questions below start with a 'I do not recognize myself" statement. Give yourself only a point when you indeed, do NOT recognize yourself in the statement

- When I work, I get rarely interrupted (so no text messages, employees with questions, emails, phone calls and so on)
- I am able to avoid multi-tasking to get through my day
- I do NOT recognize myself in the following statement:
  "To really get work done, I have to be alone in the office when everyone else is gone (or stay home)"
- I do NOT get distracted by social media (such as facebook) to do my work
- I do NOT recognize myself in the following statement:
  "There are days, that I work really hard. But yet, at the end of the day I wonder 'What have I been doing this day?"
- I almost always complete the tasks I set out to do each day
- I have a clear schedule of what I need to complete by when
- I never miss due dates or deadlines
- I always pay attention, on time, to events that need attention (such as birth days, reminding people of certain activities and so on)
- I never have to do anything twice, I do almost everything right the first time.

PROPER LEVERAGE

Leverage is where you have other people, or systems such as software, do things that you otherwise would have done yourself. So this area is about having the right equipment, processes and well trained people around you.

- There is nothing in my business that other people (with a lower cost per hour than me) can do at at least 80% of my proficiency, that I am still doing myself.
- Everything that I do not truly enjoy doing, is done by someone else
- There is no double data entry in my company; no 'chinese interfaces' (i.e. manual rekeying of data)
- Everything that can be automated has been automated
- We (my people and me) get reminders for everything they need to be reminded of
- Stuff other people do, is still measured, and I have a system in place that tells me how well they do it
- If you ask my employees, and me, we will full heartedly say 'YES' when you ask: 'do you have the best equipment to do your job?'
- My company is run by systems, and not dependent on people. We manage the process.
- Even the area of recruiting is totally systematized, giving us the right people to fill open places.
- My managers are leaders that continue to grow their people and our systems, even without my presence.

Need help finding out how to fix this?   Call or mail René Hollebrandse at Mid Atlantic Strategic Servcies.   540-327-2645   renehollebrandse@midatlanticstrategicservices.com