

# TIME MANAGEMENT FROM THE INSIDE OUT

The Foolproof System for Taking Control  
of Your Schedule – and Your Life

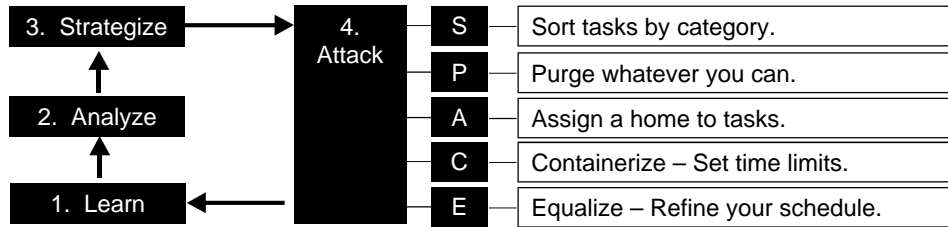
JULIE MORGENSTERN

**JULIE MORGENSTERN** is the founder of Task Masters, a time management consulting firm. As well as being the author of *Organizing from the Inside Out*, Ms. Morgenstern is a frequent guest on television and a popular speaker. Task Masters' clients have included American Express, Microsoft and Sony Music.

**SUMMARIES.COM** is a concentrated business information service. Every week, subscribers are e-mailed a concise summary of a different business book. Each summary is about 8 pages long and contains the stripped-down essential ideas from the entire book in a time-saving format. By investing less than one hour per week in these summaries, subscribers gain a working knowledge of the top business titles. Subscriptions are available on a monthly or yearly basis. Further information is available at <http://www.summaries.com>.

**MAIN IDEA**

A robust, professional quality time management system is actually an ongoing feedback loop consisting of four steps:



The objective of time management from the inside out is to design a scheduling system that fits your needs like a glove. Since every person is unique, there is no definitive “right” or “wrong” way to manage your time. Instead, the ideal time management system for you purely and simply makes you feel good because you feel productive.

The real measure of success in time management isn’t how much you achieve – it’s how you feel about how you’re spending your time. Achieve the right balance and you’ll approach every day with enthusiasm and look back on your life and your career with satisfaction.

**1. Learn** ..... Page 2

Obstacles to good time management come in three varieties:

1. Technical errors – the absence of the requisite skills and techniques of time management.
2. External realities – environmental problems beyond your direct control.
3. Psychological obstacles – the hidden, internal habits which can sabotage your attempts.

When you understand the variety of the obstacle you face, the way to move forward will often be obvious.

**2. Analyze** ..... Page 3

To develop a customized time management program, you need to identify and articulate four key factors:

1. What works well in your current time management system.
2. Your preferred choices in this field.
3. Your natural energy cycle and sources of personal energy.
4. Your personal big-picture goals.

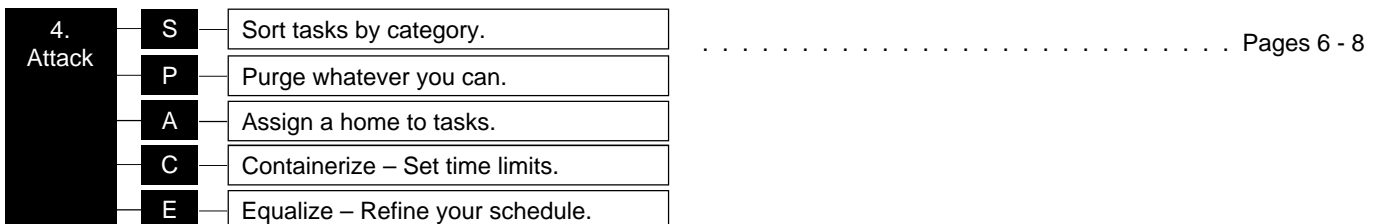
By knowing these factors, you’ll be better prepared to develop a system that builds on a foundation of personal success rather than taking a stab in the dark.

**3. Strategize** ..... Pages 4 - 5

Armed with your big-picture goals and 12-month activity lists, you can now develop an ideal time schedule and tools to help keep everything on track. To do this:

1. Develop a time map that hits the right balance between your various priorities.
2. Select a daily planner that works for you.

This step focuses on allocating time to the daily tasks that will cumulatively build towards your 12-month activities list.



The final step involves a practical way to put your plans into action while still maintaining control and dealing with the day-to-day realities along the way.

This step uses the S-P-A-C-E formula:

- S – Sort potential tasks by category.
- P – Purge or eliminate whichever tasks add no value.
- A – Assign a home to every task you decide to schedule.
- C – Containerize tasks and keep them within the time allotted.
- E – Equalize your schedule – refine, maintain and adapt it.

