

# Getting It All Done

presented by  
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# Three Approaches

**“There is nothing so useless as  
doing efficiently that which  
should not have been done at all.”**

**—Peter Drucker**

**To make the maximum use of your time, you need to spend every minute of it working on the most important thing you can.**

# Effectiveness

- **20% of the time produces 80% of the results.**
- **25% of the time produces 0 results.**

# Criteria for Setting Priorities

**Deadline**

**Impact**

**Benefit**

**Payoff**

# Key Question #1

Instead of asking “What’s the most urgent thing I have to do today,” ask “What could I do today to make the most difference?”

|                    | <b>Urgent</b> | <b>Not urgent</b> |
|--------------------|---------------|-------------------|
| <b>High Payoff</b> | <b>1</b>      | <b>2</b>          |
| <b>Low Payoff</b>  | <b>3</b>      | <b>4</b>          |

**I like to measure a person by the things he decides to leave undone. The person who insists on getting one hundred percent of his job done either doesn't have enough to do or doesn't have the kind of stuff it takes to succeed.**

**—Herman Krannert**

**Working More  
Efficiently**

# Three Step System

- 1. Make a list of things to do**
- 2. Set priorities**
- 3. Schedule your tasks**

## **Scheduling:**

**Determine how long the task ought to take and **make an appointment with yourself** to finish it in a certain amount of time.**

**Parkinson's first law:  
Work expands to fill the amount  
of time there is to do it.**

## **Key Question #2**

**Instead of asking “When is this due,” ask “How long should this take?”**

# Keys to Efficiency

- 1. A self-set deadline based on how long the task should take.**
- 2. Uninterrupted time.**



# Handling the Telephone

- 1. Group your calls**
- 2. Plan what you want to cover before you call.**
- 3. Stand up to talk.**
- 4. Let your voice mail answer the call.**
- 5. Have a person take messages.**
- 6. Trade off with a co-worker who can handle the call.**
- 7. Let the caller know when you will return the call.**

| To Do Today |  | Schedule |         |
|-------------|--|----------|---------|
|             |  |          |         |
|             |  | 7        |         |
|             |  |          |         |
|             |  |          |         |
|             |  | 8        | #1 Task |
|             |  |          | ↓       |
|             |  | 9        | #2 Task |
|             |  |          | ↓       |
|             |  | 10       | Break   |
|             |  |          | #3 Task |
|             |  |          | ↓       |
|             |  |          | #4 Task |
|             |  |          | Calls   |
|             |  | 11       | ↓       |
|             |  |          |         |
|             |  |          |         |

# Warranty

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# Handling Information

1. Recycle
2. Record and Recycle
3. File
4. Future File
5. Route
6. Immediate action