

# Handle your time

Torgny Veibäck

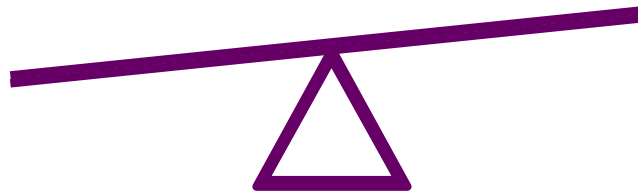
Welcome to a seminar about Handling your time in the field of Personal Leadership Development. It's a part of the the Business Coaching Programme. My name is Torgny Veibäck.

## How do you manage your time?

### Matthew 6:19-21

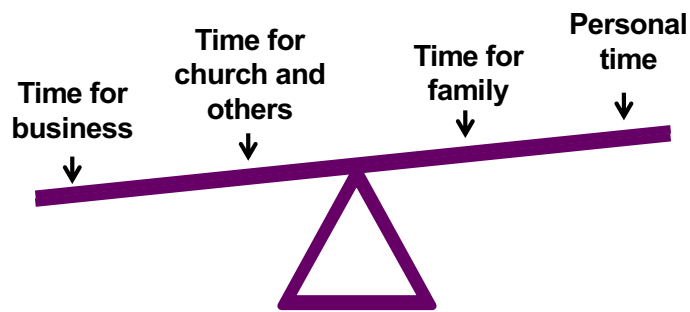
Do not lay up for yourselves treasures on earth...  
For where your treasure is, there your heart will be also.

How much do you give your business, family, church and yourself?



How do you manage your time. That's a serious question. Jesus says "Do not lay up for yourselves treasures on earth. For where your treasure is, there your heart will be also. How do you use this precious treasure you have got – your time. It's a gift from God to use well. How much do you give to earthly things and how much to the spiritual?"

## Do you have a good balance?



Which priorities do you have for your time and money spending?

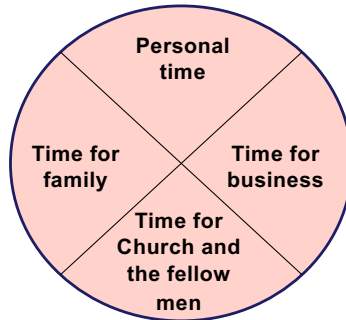
How much time do you give to your business, to your fellow men, for your family and for yourself? Which priorities do you have for spending your time and your money?

# My 24 hours

Personal  
leadership  
development

Personal time is eg. sleeping, reading, praying, relaxing etc without acting together with others.

Time for family is when you are acting together with your wife/husband or children and not only are at the same place and do separate things.



Time for business is working time also when you are at home and is thinking of your work.

Time for Church and the fellow men is the time for acting for others than your family and your business contacts, eg in Church, rehabcenter and other voluntary work.

What are you doing with your 24 hours per day you have?

1 How much time you spend at your business. That is...

2 How much time you spend for church and fellow men ...

3 How much time you spend for your family ...

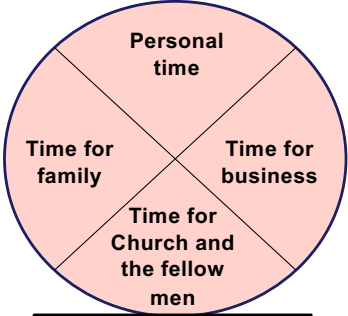
4 Personal time is your sleeping time but also reading, relaxing doing things alone. Personal time is also where you can talk with God and reflect over your life and time spending. Its important to give time also to building up yourself – not just others

You ought to follow up the balance in your spending between this four areas. Is the balance as you want to have it?.

# What is a good balance for you just now?

Personal leadership development

Current	Ideal
xx%	yy%



Current	Ideal
xx%	yy%

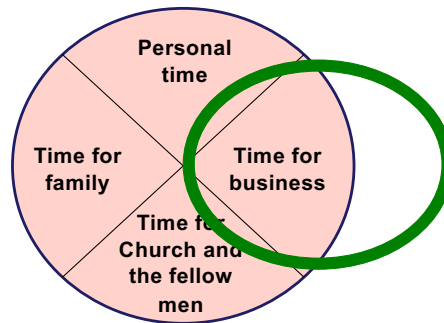
Current	Ideal
xx%	yy%

Current	Ideal
xx%	yy%

**Follow it up during at least one week and tell your coach. Reflect together about the difference and what to do about it.**

Estimate your current distribution of time and decide what the ideally ought to be. You ought to follow it up for at least one week. When you have the facts you are able to reflect over your time spending. And find out what to improve on.

## How do you use your time as a business leader?



A great part of your time as a manager is the “Time for business”. You ought also reflect over how you use that time. How is your balance for the business time?

## My time for business

Personal  
leadership  
development



Most important time for you as a leader is when you lead others.

1 Time leading others is the time you are achieving results through others.

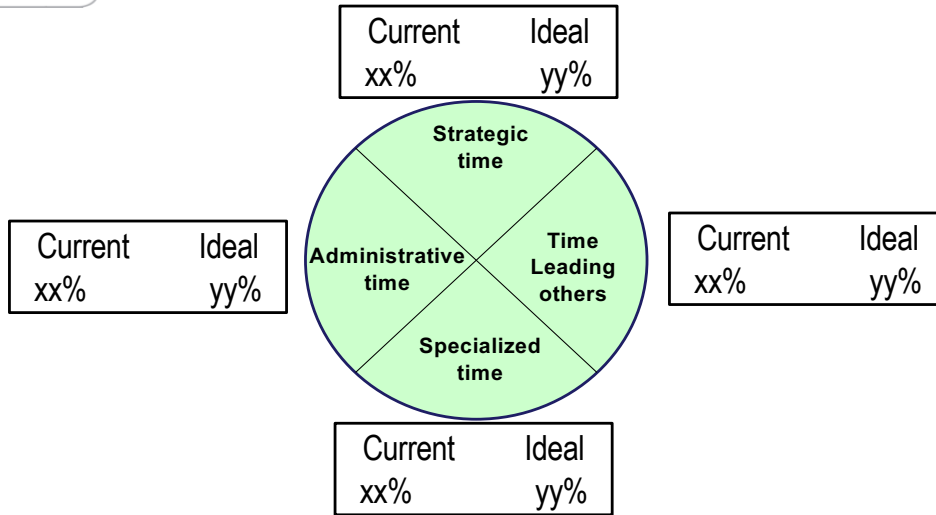
2 Specialized time is when you do jobs none else can do. Its depending on your skills. You have to spend time for it as none else can do it..

3 Administrative time you understand what that is. A lot of time goes to administration.

4 What is then "Strategic time"? Important that you have a long term planning in your company. And also development of your own skills, your leadership skills fore example. Give that time.

## What is a good balance for you business time just now?

Personal leadership development



**Follow it up during at least one week and tell your coach. Reflect together about the difference and what to do about it.**

So what's your balance? You follow it up in a similar way making notes every day how you spend your day. And in the same way you decide about what a fair balance ought to be. Also this balance you ought to follow up during at least one week.

Then you are able to reflect over your time spending at your business and decide what is an ideal balance is for you just now. Talk with your coach about the result and make together with your coach a personal action plan to correct the balance.



## Coaching questions

- How will you follow up your full-time balance and your business-time balance?
- Which risks do you take if you continue with your current full-time and business-time balance ?
- What changes are needed in your use of time?

Here is my coaching questions for you. Talk with your coach about or reflect over yourself.

Thank you very much. God bless you in getting your time balances right.