

# MINDSET MONTHLY

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## Savvy Time Investment

By Dr Lynda Wee

Every leader, regardless of his/her talents, is given the same 24 hours a day. Savvy leaders are able to achieve more. Here's 4 tips to savvy time investment.

### 1. Manage time or invest time

Managing time refers to fitting everything into our calendars. Due to the endless tasks, we end up sleeping less and working more. We focus on efficiency and getting more done. To drive efficiency, we become interested in time management systems/tools that can help us achieve our to-do list on-time.

Savvy leaders focus on investing time in getting the most important priorities accomplished. They know that time is limited and they can't be good at everything. Hence, they focus on what is most important and get it done. First effectiveness, then efficiency.

### 2. Learn to say "No"

To climb to the top, we must do plenty. Otherwise, we are seen as not doing enough. As a result, we over-commit and become stressed and feel overwhelmed. It is unlikely that we can produce quality work.

Savvy leaders believe in focusing and reserving their time for their most important priorities. They let go opportunities that do not make them effective. They also focus on their well-being so that they can pursue their priorities relentlessly with high level of fitness.

### 3. Iterate to improve

Consistency is about approaching every task in the same manner; a routine with little deviation. Everything must be completed to perfection, exactly to the routines or else, they are deemed useless.

Change is everywhere and it impacts how we work. Savvy leaders iterate routines to suit them to the current reality. These actions signal imperfection and at times, abortive work. Yet, they are continuous improvement acts to winning solutions.

### 4. Tolerate under-capacity

As leaders, we feel that we need to work at full capacity always.

Savvy leaders think otherwise. They are always clear on their commitment levels. They are comfortable with under-capacity so that they can respond to important or urgent matters that arises. They hold out for important priorities.

Save time, waste time but the most savvy of them all is invest time wisely.

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