



### Competencies that are addressed:

#### PRIMARY COMPETENCY CATEGORIES:

- **Initiative**—  
Proactively makes things happen. Evaluates self and others and takes positive corrective action. Is self-disciplined.
- **Results Oriented**—  
Passionate about winning. Dedicated to achieving all-win solutions to situations.

#### RELATED COMPETENCY CATEGORY:

- **Vision**—  
Future-oriented. Develops a future exciting picture of what could and what should be, regardless of what is, for them and their organization.

# Time Control to Work on Your Business

## SUMMARY

Effective managers need to transition from doing to leading and from working *in* the business to working *on* the business. By analyzing where time goes, and taking steps to better utilize your time, an effective manager is able to address routine situations and still move the business forward.

## CONTEXT

The business world is constantly pushing every person and resource to the very edge of capabilities. And it is not going to get easier. Effective managers need to be able to balance all the conflicting priorities that are inherent in today's business reality of getting more done, faster, better, with less.

No one can really manage time. You can only manage yourself to work most efficiently in the time available. Understanding the differences between controlled and uncontrolled time helps you focus on areas where you can have an impact, rather than wasting time and energy on unsolvable issues. This gives you the opportunity to analyze where your time goes and be able to balance routine, problem-solving, and developmental areas.

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### At the completion of this module, participants will be able to:

- Manage the day to day operations while finding time to work on future growth
- Identify differences between controlled and uncontrolled time
- Understand the difference in routine, problem solving, and developmental activities

*"Time and tide wait for no man."*  
—Anonymous