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Easytasking

The Spirit of the Sundial

Table of Contents

EASYTASKING.....	1
Disclaimer.....	4
Thank you for downloading your copy of this relaxing ebook on time management!.....	5
The spirit of the sundial.....	6
A short story about individuality.....	6
Why and when should you consider an easier time management solution?.....	7
Three top reasons to consider a hands on time management solution.....	7
Why another time managing method?.....	8
Crystal clear task control at work.....	11
Do YOU benefit from a cut down time management solution?.....	11
Which challenges do you face in your job?.....	12
Real scenario examples for loss of task control.....	12
How does an ideal time management support you?.....	13
Develop good habits.....	14
Individual time management.....	14
Speed is demanding.....	15
A B C or similar classification of tasks.....	17
The key insight.....	18
Prioritizing and intuition.....	19
The core elements of individual time management.....	22
Planning and projects.....	23
A little quiz.....	24
An exiting observation.....	25
Cutting stress.....	25
Time management can be simple – quick - and effective	26
How I came to these ideas:.....	27
More questioning.....	27
Current methods inhibit individuality	28
Features and benefits of an ideal time management concept.....	29
“An Ideal time management solution should help busy people to master their task overload by savvy and unequalled simple task management.”.....	29
Cope with a task overload.....	29
Beyond urgent and important.....	30
Reduce workload stress	31
Rules and stress.....	31
Improve security of employment.....	32
Support your success.....	32
Manage your workflow with ease	33
Implement instantly	34
It builds on your current level of knowledge about time management.....	35
It saves time and money.....	35
Are there downsides of easy solutions?	36
I thank you for reading so far and wish you much success with your way to manage time!.....	37
Appendix	38
Table of Contents of the TAO Timing ebook.....	38

Disclaimer

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www.time-management-use.com, [TAO Timing](#), Easytasking

Thank you for downloading your copy of this relaxing ebook on time management!

This free ebook on alternative cut down time management aspects can help you to find new ways to cope with the task overload in your profession.

It should alleviate your stressful working days, and I am glad if it can raise your well-being a little.

Many of the topics in this ebook are covered in more detail in my website www.time-management-use.com.

Some extracts¹ from my ebook [TAO Timing](#) (Task Organizing Time Management) are included at special chapters providing more insight into the topic. At the same time, you get a foretaste of this relaxing time management publication.

¹ The extracts are indicated by:

The spirit of the sundial

TAO Timing extract

A short story about individuality

The symbol of the TAO Timing is the sundial. Sundials are based on very few principles. The calculation of the right positions and shapes of course requires good astronomical mathematical calculation skills and knowledge. If the sundial is set up correctly you may use an outline and design of your own. The only components are a device producing a shadow (anything that fits into the design of the sundial, normally a rod) and the scale showing the time marks. TAO Timing too is set up correctly and also allows individual “design” of the components task list, scheduler, filing and maybe additional personal and creative attributes you want to include.

The cleverness of the sundial is the mathematical principles behind, the eternal fact of a sun emitting light and a stable scale. 100% aspects like including the equation of time are neglected consciously because of “Pareto reasons” or the 80/20 Rule. For example, the deviation from standard clock time over one year is approximately +/- 15 minutes. I admit, that sundials are both more clever and at the same time simpler than even the best time management concept. The “shady side” of a sundial: Of course it only functions at sunshine. However, are you working twenty four hours a day?



Johann Wolfgang v. Goethe said:

“Something ingenious is always simple.”

133

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Why and when should you consider an easier time management solution?

- Why at all should you question your way to manage time?
- What could be the motivation to do this?
- Is it mere interest in the topic of time management?
- Does it arise from dissatisfaction with the existing way to perform?
- Or is it yet a painful work experience calling for relieve?

Whenever you feel rising stress, health threats and considerable strain caused by your job, roughly analyse, what could be the origin? Among other causes the better organizing and managing of the own duties is a very probable chance of improvement.

Therefore, if you have only the sneaking suspicion, that a change of your time management habits could improve your working situation, then the following abstract may give you valuable information.

The focus, however, is on a SIMPLE solution, that can be instantly used, doesn't waste time and takes effect immediately. The effect should be clarity of the workload, drop in stress level and rise in work satisfaction within some days maximal.

In the following, I will denominate such a solution as the ideal time management concept, easy solution or simple system.

Three top reasons to consider a hands on time management solution

Health issues

Being healthy or regaining health is the foundation for top performance in your job. An easy solution as an urgent measure can reduce dangerous stress remarkably.

Perfect task control

A clever time management solution in the workplace allows to be permanently aware of all your tasks. You keep perfect overview and control over what to do.

Targeted decisions

You are able to prioritize dynamically and fast and thus decide very quickly and right. These are top skills everybody needs in highly dynamic work environments.

Sophisticated time management solutions frequently use artificial constructs that maybe worked years ago and seldom take care of what is needed now. Another cause why methods fail, seems to be the habit to include as many as necessary rules and steps and laws, to make it look more professional. However, forgetting, that eventually less is much more.

You don't risk serving a system instead of performing your job. Every hour without a suitable tool lengthens your suffering from stress by loss of the overview. Be aware of stepping into the competition of high numbers of things, elements, rules and advice.

TAO Timing extract

Why another time managing method?

Maybe you only will care for your time afflicted soul?

The TAO Timing is a habit, where you can return to, if you are feeling overwhelmed. Read / scan your tasks, think over your goals, rearrange your thoughts, center yourself, decide, what or which of the tasks take into action next, take a deep breath, make a little pause and go ahead.

The list will sort out itself for tasks of minor significance. The idea behind is: It provided you did your job well so far, you will not be able to accomplish substantially more regardless of the system in use.

You definitely manage your tasks by the scanning process explained in Chapter 3, even if you do not accomplish it immediately. The worst scenario is, you leave it off for later, in favor of more significant tasks now.

Maybe the TAO Timing is a provocation for experienced users of approved methods.

If somebody has plenty of time to work with exaggerated time management systems, this could be a clear sign, that exactly this time can be used better to perform more. However, more important is, to be relaxed more.

It is not human, to locate each small bit of time to use it perfectly and productive, without any pausing and taking breaths in between. That leads to burn out because of a disastrous hurry. You need not reinvest each gained chunk of time to restless productive work. This soon will turn into non economical behavior. Your brain and body need recovery time. A working day with a reasonable amount of pausing is more productive than a day filled with tasks only without pauses. Many studies about mind power verify this experience.

If you understand time saving this way, and not only reinvesting gained minutes and hours into work and being busy again, but in recovery, you will become a real time saver. Find the right balance between reinvesting into work and recovery.

I admit, nice words. Is this an advice not realistic in modern business? Maybe, reality too is severe health impairment.

Most time management systems cannot stand the pressure of a limited time, the need for a quick decision and minimal failure rates at priority setting.

Many systems fail just when you need them most urgent. When time is anyhow limited, to maintain a system to keep it functional is more than annoying.

Since my start into different jobs over thirty years ago, I always tried to improve my time management. I read a lot of guides, attended many Seminars about time management and organizing and at last taught people about this topic.

Why should you be organized? Why should you be careful with your time?

It is not easy to find the right method, which fits the individual needs and ways to think and work.

If you look at www.onlineorganizing.com you will find myriads of tools and tips for organizing, so it seems impossible to find and test the right method within a reasonable time span. Having one fixed point (around which you can arrange useful tools at will or need) would be an enormous help. This fix point is TAO Timing.

TAO Timing helps you cutting through this jungle and supplies a solution like the cut through the gordian knot. It is rather not characterized by the tools you use within but by your clear thinking about the real needs of getting organized and getting things done.

The TAO Timing is rather a tool for prioritizing and organizing than a timer. Fixing a priority and acting on it consumes time and structures it. With many tasks per day or week (usually more than dates) you create a time structure for your daily work. TAO Timing is rather an attitude.

27

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Crystal clear task control at work

During my different jobs as technical salesman, product manager, purchaser and coach I always had been faced with countless tasks and schedules. In order to manage the workload in time, and to secure positive business results, from my early days as an employee, I have been exorbitantly interested in methods of time management in the workplace.

The main focus despite some complicated intermediate steps always had been to make the matter as simple as possible guided by Einsteins quote:

Everything should be made as simple as possible, but not simpler.

A few years ago I reached a point, where further simplification was no longer possible and necessary. I started to run the risk of making simple things simpler and decided, to sum up, what I have found so far.

Do YOU benefit from a cut down time management solution?

Typically, multi responsible business people and office worker that are results oriented to need an easy solution for time management.

Are you a

- multi responsible team leader ?
- profit center responsible manager ?
- project coordinator ?
- sole proprietor or business startup ?
- tradesman characterized by a high task count?

Are you responsible for the sales, purchase, accounting, bookkeeping, administration, organization, CRM, marketing, facility management or other job? You have to manage and organize your work by the least simple and timesaving means, if nobody else does this for you.

If you have to organize and manage a complex job successfully you cannot get past dynamic organization and prioritizing of tasks. Very probably you are doing it already somehow without even thinking about it.

Do lack of time force you to leave out methods and tips of an established time management you have learned? If this is true, you probably need to reconsider your way of time management in the workplace.

Do you want to manage your workload with ease and get perfect control over numerous tasks?

See, what you at least need to manage your time to cut stress and get results as quick as possible.

Which challenges do you face in your job?

Do these situations ring a bell?

- stress by task overload and high task count
- quickly changing priorities
- quick decisions as a must
- inevitable multitasking
- unavoidable interruptions
- oftentimes new job related challenges
- losing track of work
- lose sight of tasks
- missing structure for handling a workload effectively

Real scenario examples for loss of task control

Do you know the hot feeling in your chest, coming home and remembering that you have missed accomplishing an important task?

Your boss asks you if you have already done a certain task, and you don't have a convincing explanation, why you procrastinated it so far?

A customer shouts about a missing information or another fact you have overseen.

I guess you experienced similar situations in your life. In most cases this is because of improper task control.

It is a really great feeling being well-informed about tasks you captured by a simple to do list with a clever procedure. Even if you, for some reason, had procrastinated a task, you mostly will have a good explanation. You are always aware of your pending duties by an ideal dynamic procedure within the task organization.

How does an ideal time management support you?

Failing to cope with the above mentioned working situations you lose control over your work, and you run the risk to lose your job or miss a business opportunity.

For example, although multitasking is not recommended, it is sometimes unavoidable. This is true for some other disrupting side effects and difficulties of work.

The well meant advice to avoid negative habits and activities are dispensable like a struma as we say in Austria. It is superfluous, if you are faced with Hobson's choice in stressful situations. Our world would be wonderful if such advice instantly eliminates all these unfavorable things.

An ideal time management concept should calm down the negative effects of the difficulties by a quick return procedure to your dominant duties and the path to your goals. It should enable you to continue an interrupted task with the least drawbacks in work performance.

The first step to regain control is to reconsider the own time management habits and a concentration on the core elements.

For further details, please visit my website. The TAO Timing ebook describes the full concept of Task Organizing Time Management.

Develop good habits

You may start with small steps every day and every hour a few minutes only. I believe, that you can invest 5 Minutes a day, and you are able to afford to start performing good habits.

Think of Hercules, who carried a new born cow on his shoulders and ran around the Colosseum at Rome, every day. After weeks his muscle power grew enormously. The secret: small steps at every day.

This finally leads to the good habit: Doing tasks consciously, remaining in the flow of performing tasks, even if they are not prioritized perfectly.

47

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Individual time management

What I call individual is the organization and management of many extremely different and unique tasks, with a very low degree of predictability.

Those tasks-mixtures are difficult to capture by an appropriate software program, cannot be processed by standardized working steps or would take too much time as to be useful in dynamic fast paced working environments.

Support by software programs at individual time management can be powerful and helpful attributes (what I enqueue among time management tips), however, are marginal for the management processes itself.

Other time management requirements characterized mainly by a constant procedures and highly predictable workflow of course benefit from clever software support. Especially, if large volumes of data have to be processed, information has to be retrieved and cooperation with other people is important.

Individual time management is the use of only a few core elements (scheduler, tasklist, filing) guiding specialized procedures (tips) necessary for your unique working situation.

Speed is demanding

Since the measurement of improvements and won time at very special individual working environments are an academic exercise wasting a lot of time in normal fast paced work, it should remain a playground for scientists. Normal psychic and physical healthy employees possessing some job experience don't have to squander time and commonly have quite straight goals and requirements.²

Therefore, a new, ideal time management in the workplace focuses on other targets first:

Avoid expensive detours, when searching for a perfect solution. An easy system should spare you the complicated way. The probability of the lasting use of a simple and suitable solution, because it makes a job easier, as a real benefit, seems to be much higher, then using a complex method.

A slimmed down system should provide a maximum of control over your tasks and agility through the confinement to the essence of time management elements. A simple system need not take part in the more rules more tools game. It convinces by quality, not quantity.

No time management system can liberate you 100% from heavy and stressful times in your working day. The ability of various systems to lower your stress level at work is quite different. The more rules to obey, the less power is left for *real* time management in the workplace or really managing your tasks.

Less is more is the message.

Higher complexity focuses your energy more to maintenance of the system instead of enhancing your performance. By using the simplest boiled down steps to get rid of the daily tasks, business life gets clearer and a lot more productive.

² Of course special training for self improvement and skill building is an important issue. However, not necessary or wanted for everyone who wants to improve own time management skills.

Despite unequalled simpleness, it should be a complete practical time management solution that stands the test in real business.

Of course using way too simple solutions can lead to loss of information or information that cannot be timely found within a mess. A clear structure and precise advice can avoid this. (I remember executives carrying a book diary full of chaotic jotted down schedules and tasks and paper stickers falling out.)

How many people do you know, that learned GTD, for example, and still use all the procedures after some time? Ask those you know, what their kind of business is. I guess those who still use an "industry standard" in its full extent after a long period of time, either have plenty of time to perform their tasks or like to play around with time management systems or both. Others will have left a complex system soon and stepped back to simpler solutions, maybe looking inefficient, however, getting things better done.

A quote from a rather technical side applies here too:

Technology usually develops from the primitive over the complicated to the intelligent simple.

People using a simple scheduler for managing their daily duties sometimes call for better possibilities. The easiest way is to grab the apparently professional looking solutions, not too cheap and hope to get control over their time management issues.

After some time, many of the learnt contents had faded away from memory, and only a few really helpful topics and tips remain. That's an empirical fact. Naturally, the "student" had reached a higher level of knowledge, but adopting only a few new things, at the expense of a time and cost intense detour. Therefore, an easy system should focus on exactly those elements, that must remain in use, otherwise no time management at all would be possible.

Avoid the detour of the complicated. Decide, what you really need and not more. I guess you even need no expensive hard and software.

Experience positive results quickly.

After the fast installment you should need the least time to come to better and quicker decisions thus improving your job related performance. A clear structure and the minimum of rules and elements improve overview and reduce stress. Such light solutions, furthermore, prevent from going into a tailspin. Not seeing the wood for the trees often causes to miss significant tasks and duties in your job.

Probably, the most stunning cognition will be, that not the methods and advice itself cure crusted time management methods.

The absence of many procedures alone remarkably takes effect.

TAO Timing extract

A B C or similar classification of tasks

The A B C valuing of tasks produces inhibitive pressure. The experience reveals, that if people trust their responsibility, what to do next, then after some time the most important tasks are done voluntarily. The additional pressure imposes even more stress. Discipline growing from one's own accord is lasting.

The A B C method compares to a walking frame, that one will use until he/she can decide dynamically, what should be done next. It is a mistake to believe, that by installing a system for the task valuing, discipline suddenly appears. Only with discipline already prevailing, methods requiring discipline probably will work lasting.

Everybody will find causes and excuses doing tasks later than required, even with A B C classification.

Furthermore, the relative significance of a chosen classification very probably varies with time. Is an A B C from the morning the same in the evening?

However, without A B C you face much less stress. The cyclic scanning of the to do list at the TAO Timing method subconsciously forces the growth of an individual discipline and responsibility, that guides to a sustaining self chosen disciplinary action.

The key insight

Through the years, I carefully watched colleagues, customers and executives from various kinds of business. Looking which solutions multi responsible people use, how they manage their individual time and organize their work, revealed **two big fields** of commonly called time management:

1) Individual time management in the workplace is mainly managing tasks and fixing dates, often using simple tools.³

This is a seemingly simple and self evident finding, not worth mentioning it. However, it is, nevertheless, the truth.

2) Time management tips are the other large area of time management. It is a quite individual means to make a workflow smoother. This is a wide area of procedures to make work faster and more efficient. However, it can be useless or even detrimental in the hands of an incapable time manager.

That's my definition and partitioning you may agree to or not. The following, however, is based on that. The core elements of time management are often hidden among the mess of more or less useful time management tips regarding a certain job situation.

Of course, the above is no stunning finding. Nevertheless, most time management systems make a science of this simple issue. The discrepancy between industry standards and what I perceived as practically used, led me to the questions:

What should an ideal time management concept look like?

Is there a solution that perfectly works, although it is limited to the core elements of time management only?

³ Look at your own working place: how do your colleagues and bosses manage their time? I guess, you will find some simple tools only, if you/they are working in a fast paced and dynamic business environment. How many of your coworkers have time enough to apply a complex time management solution? Except those who are forced by their kind of job to use sophisticated methods (e.g. project leader)

3) Two other terms I use are covered in my website www.time-management-use.com in more detail:

Dynamic Time Management

Dynamic Prioritizing

TAO Timing extract

Prioritizing and intuition

Highest priority should be the permanent awareness of a goal. As simple as it might sound – even, if it is only to survive the current working day as frictionless as possible. We have to accept the fact, that not all people are interested in setting higher aims. Nevertheless, many want to cope with their task overload.

Use prioritizing on the fly (fully explained later).

The following quote explains this by a radical picture:

*"You've got to jump off cliffs all the time
and build your wings on the way down."*

Ray Bradbury

*"The essence of time management can be captured in one phrase:
Organize and execute around priorities"*

Stephen R. Covey, from The 7 Habits of Highly Effective People.

You only know YOUR priority.

Priority means that something is more important than anything else now. Priority is bound to a given moment and gets its value by this moment.

Priorities are choices.

Who has control over his/her priorities for him/herself, even to a small amount may use the TAO Timing beneficially. Of course a totally heteronomous priority situation doesn't allow any managing system at all.

Keep in mind: the position of a task within a to do list need not say anything about its significance!

The higher the own autonomy, that means autonomous priority decisions,

the more able is somebody normally to choose very responsibly the “right” priorities. The word “right” is meant as “in the direction to” a bigger result or aim. Who chooses wrong priorities probably has often to change his job, will risk occupational descent, and will increasingly be controlled by others.

Life- and working experience builds a precious base for setting better priorities. Together with the scanning process of the TAO Timing you also will improve your priority setting on an intuitive basis. That means you need not so many facts or even none to come to the best decisions.

For newcomers in time management, lacking sufficient job experience, very sophisticated time management tools are mainly a learning aid.

Such comprehensive tools may help to organize their time at a completely new and unknown working field.

Even with some basic experience it is not as easy to set the right priorities at completely new and different occupational areas than within an existing and well known field. However, with the permanent overview over tasks provided by the TAO Timing the subconscious buildup of priority structures improves very quickly.

I believe it is an illusion, that with a more perfect system you will achieve a “righter” sequence of priorities. Do you believe you come to better decisions with very complex time management systems and be more efficient at the same time?

The priorities determined by the TAO Timing maybe are not always the best. However, they correct itself quickly by repeated scanning and choosing new priorities. Of course at smaller projects or special important tasks you should do some additional brainwork before. Especially if there are consequent steps to perform. At all other daily tasks however, this will only slow down your work.

**It's not your job to prioritize best,
but to perform best.**

What is the most important aspect at time management? That you choose as best as possible the optimal next step to do. It is making decisions. ...

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The core elements of individual time management

Compare **time management** with the chess pieces:

(this is only a sketchy comparison to visualize the huge difference between the simplicity of the rules compared to the immeasurable number of possibilities to master the game.)

- **Scheduling** – the King
- **Task organisation and management** – the Queen
- (As a part thereof: **Dynamic prioritizing** – Knight)
- **Filing** – Rook and Bishop

Time management tips are the servants of the core – Pawns

The most important part is - **YOU**, the player, the manager!

You schedule, organize, prioritize, do filing and use supporting tips.

You may use your fantasy and derive other analogies of individual time management from the chess allegory. The unlimited possible playground positions of a chess game are a good picture for different countless and unpredictable situations, valid only for a few maneuvers, if at all.

Using tips alone is not yet management.

Mastering a lot of time management tips is ok. You are able to do different tasks quicker than before, and you probably save a lot of time. However, you should save time at the right things you do. Time Management is the skill you need to decide, what is right?

If you know the chess game a little, do you think you can plan even a handful of maneuvers of the game in advance? You will fail miserably, if you are no chess champion.

Compare this with making plans for the next working day. The tasks you have to perform are probably much more complex and are bound to more consequences than the comparably simple chess rules. I admit every comparison is weak, but I hope you got an impression what I mean.

Planning and projects

A common point of view: "All time management begins with planning."

However, dynamic time management begins when planning ends. I would rather state:

"All time management ENDS with planning", or more radical "all time management vanishes, when planning begins"

If a plan is fixed, you need no further planning, you need not manage your time you have to follow the plan, that's different. Of course this is simplified. You act step by step performing your plan. You only have to cope with interruptions and disturbances. There is hardly like managing time.

The TAO Timing organizes tasks. The dynamic processing method at every moment can really be called managing tasks (managing time is impossible as already mentioned). Read about my explanation of managing on my site www.time-management-use.com/definition-of-management.html.

If you do not use separate tools for planning projects, one simple means of organizing even larger projects is to use a mind map. I privately use freemind, <http://freemind.sourceforge.net> since many years. You can arrange a structure and again execute it by listing and acting on tasks in your Masterlist regardless of priority issues.

If you have to create a project, planning should have clearly separated time blocks in which you are not disturbed. Note it as a task on your Masterlist and when you work it off ensure that nothing can interrupt you.

If you never used a project planning software it's a good advice, first to over think thoroughly what you want to perform, what is really needed and to talk to users in a similar profession about their experience. Otherwise you run the risk to waste a lot of time.

In a common office environment, apart from bigger project work, only plan if you have to plan the structure of a small project. All other planning is arguable, because nobody knows what will happen in the next moment. Nevertheless, we all doggedly believe we can force time despite frequent contrary experience.

Men are thinking and the Lord guides, and we don't know where.

The longer the time horizon of a plan the more probable, that it cannot be kept up as initially intended, and the sooner you will be forced to think about agility within a certain planning bandwidth. To establish a strict planning paradoxically seems also to aid procrastination and inflexibility.

Instead of planning, try for some time to draw the “big picture”.

58

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A little quiz

Just to show the huge power of the chess game compared to its few rules. Do you know how many grains of wheat you get if you put one single grain in a corner of the chess board and in every next neighbor field twice as much as into the previous?⁴

⁴ The solution: $2^{64}-1$ or 18.446.744.073.709.551.615 !!! More about that http://en.wikipedia.org/wiki/Wheat_and_chessboard_problem

An exiting observation

Although I believe, that I managed my time very well for years I in spite decided to try all this combined knowledge consciously in my job. I wanted to see how this concept works and to get results and corrective feedback.

Surprisingly I observed:

- an astonishing **drop in stress level**
- a further **improved control** over my very different tasks and duties and
- remarkable improvement at priority-setting and - I must admit – **more targeted decisions** than before.

TAO Timing extract

Cutting stress

Some situations causing stress:

If you just have sufficient time to note a task, you will yet nothing at all have time to analyze, categorize, serve decision, finding methods or other stuff. Trying to meet all these (questionable) requirements impose a lot of stress, caused by lack of time in a fast paced environment. The TAO Timing builds on this minimum action: Jotting down a task for your planning and for organizing things, which you cannot delegate or cancel.

If you are still working in your company, you must have done your work well enough so far. To put a more power into your job just to put in power, without a good career plan probably doesn't really improve your situation and finances. Permanently increasing your engagement without effective means to cope with additional work load and responsibility, leads to live from your substance. You risk your breakdown and cancellation of your job.

Keep an eye on your target group: your chief – your chief only, and then on your customers. The focus on the wrong target group is another origin of stress.

Start to find out, what causes stress for you? This is the starting point for defining means to minimize or even avoid stress. Stress primarily is a function of your personality. It is a subjective experience. The same problematic situation for different people does not produce an equal level of stress.

Changing the frame may support to reduce or avoid stress. However, solutions provided by others sustaining may help only, if you take responsibility for your own stress behavior. So if you decide to try a helpful time management method to reduce stress caused by the experience of limited time you will resolve your stress patterns.

A try for the TAO Timing costs you the least time and money you may imagine for such a powerful tool. Because it consumes only minimal energy you will probably cut your stress by an even higher amount.

45

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Time management can be simple – quick - and effective

My observation verified:

An easy solution need only minimal processing instructions and be no cemented thing. No rigid method one must follow, but a means to start a new path in managing time immediately resulting in improved performance.

Some spiritual excursus: It also should point at the quality of the now, the only moment that allows perfect decisions compared to a "personal historical" linear prioritizing, most time management solutions teach.

How I came to these ideas:

I continued to question common time management solutions.

I summed up the experience from my training and coaching work, where time management had been an important part.

I combined the findings with my own and reality proved way to manage time so far.

In order to further verify and support my findings

- I formulated the yield hill theory explaining the relation between complexity and yield of time management solutions and I
- investigated some related themes:

Psychological background from direct marketing research and scientific findings on information processing of our brains

And finally some ideas out of mainly five books encouraged me to continue formulating the criteria of an ideal time management concept ⁵

More questioning

Investigating and questioning the well meant and common rules published in most time management guidebooks, and seminars revealed relieving insights too. Naturally, if you include all the countless tips to save time or to organize things efficiently you get a quite unmanageable but professional looking amount of knowledge, rules and systems.

However, not every business needs all of these mainly specialized advice. So it is sometimes difficult for the reader or student to find those tools, that help getting sufficient control over their pending tasks and dates. Another important insight was the static and thus rigid concepts of standard time management solutions.

Dynamic time management so far is a term not yet widely known or accepted. However, it is mirroring the dynamics of modern business. Nevertheless, it is the first choice for work in a fast pace environment. Therefore, it should be the heart of an easy system. People who have been working for a long period of time with software based time management or complex paper based solutions maybe do not know, how simple time management and saving time can be.

Maybe they have their work based on rather time consuming systems and are facing more stress than necessary without being aware of a simpler solution. If such people work within an environment, where all other members are used to work with the same or similar system, nobody will probably recognize this.

⁵ “Die Dinge geregelt kriegen” Kathrin Passig, Sascha Lobo, “The Contrarian Effect” Michael Port, Elizabeth Marshall, “A perfect mess” Eric Abrahamson, David H. Freedman, “Career Success without a real job” Ernie Zelinski and “The user illusion” Tor Norretranders.

Current methods inhibit individuality

The TAO Timing is a framework with only a few massive pillars around which you may build individual tools and habits at will, as long as you do not change the main principles (see The Rules). In this way, you perform a time and priority management which runs at your own comfortable patterns.

To be a slave to a sophisticated and complicated system only hinders you. Such systems may be helpful, if you are a novice to time management, and you want to start anywhere. To become familiar with different concepts and to find out, what suits your needs and habits best. Alternatively, if you only want to be proud of possessing the well known system “XYZ”.

Anyway, maybe you want to work and perform tasks effectively and want to use a tool, that promises this.

133

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Features and benefits of an ideal time management concept

Back to the time management basics can revolutionize your time management in the workplace. Even if you have an incredibly overcrowded schedule, you possess something to tackle with a multitude of tasks, many projects and appointments. At the same time, you will be kept focusing on your most significant tasks and goals.

“An Ideal time management solution should help busy people to master their task overload by experienced and unequalled simple task management.”

This is an attempt to describe the most important criteria and highlight the features and benefits of an ideal and advanced time management solution.

Cope with a task overload

An easy solution should allow a top effective task organization and means to get numerous different kinds of duties under control. It should secure an errorless information status about a job.

Effects of an ideal concept:

- perfect grip on your duties
- being permanently up to date with your tasks
- catching problems early
- hardly step into quandaries
- ensure professionalism in your job
- permanently keep track on your goal

Gain immediate work transparency, overview and structure for your pending duties. You keep track of progress among many tasks, and you are ready to process and manage unpredictable events superior. You are sure you have finished all you could finish in a day.

A task itself of course may be hard work. This need not be the same for the management process. Cleverly managing incalculable events and interruptions by easy procedures let face you the least worries about a task overload.

Targeted choice between more and less important tasks, by dynamic prioritizing in real time, allows to judge the significance of a certain task among all others much better.

Be the master of your tasks

TAO Timing extract

Beyond urgent and important

Don't torture yourself thinking about urgent or important.

Either something has precedence over (to avoid urgent and important) something else or not. This means something has to be done before other things.

How does your way to perform change, if you don't mention this concept (urgent and important)? Does it become more difficult for you to work, or not? Will your output be worse or better? Do you think you are planning bad or unreliable?

I know. It is critical, but what remains in a given situation? You HAVE to do something NOW before something else. It provided you are not a novice in office management work you very well will feel, what to do. And I am sure it will be in the right order of "important" and "urgent" or vice versa.

You need not waste your time studying about that.

The only allegory I am willing to accept as an aid to make a difficult decision is:

Is there a "fire" to extinguish? This is the highest priority if you want to avoid even more damage and trouble. If not, keep deciding if tasks are significant in the moment or not. Significant naturally can be to do a task now, that has a significant future impact.

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Reduce workload stress

By mastering your tasks through a clear structure an easy time management system can cure a main cause of job related stress.

Lower stress level = higher health level

Regain or secure health at work by inner calmness and peace of mind despite an overcrowded task book. A supporting task management, furthermore, improve your satisfaction and relaxation in and out of the office, leaving the company in the office. It enables "psychic hygiene".

You establish a better a feeling, what can be done within an available time span? Gain more time for productive work through smart rules and slim tools and more time to recover from work. You probably work with more joy.

Maybe you love your job again.

TAO Timing extract

Rules and stress

Exactly, when you are stressed, many rules, sequences and definitions of time demand don't help you really. Least, if you used an "old plan" from maybe today's morning hours or even from yesterday. They steal precious time and mind energy. A healthy common sense remains the most secure and reliable source for individual considerations – a minimum of effort to perform a maximum output. The TAO Timing is one of the nearest choices.

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Improve security of employment

Perfect control over your work by effective time management in the workplace is a substantial criterion supporting your acceptance by your boss. Of course, no

time management method can prevent layoff. However, possessing the foundation to find new occupational possibilities ensures a better sleep.

Improving your ability to work under pressure stabilizes your position at your workplace. That means fewer sorrows about job loss and financial security. Dynamic prioritizing keeps you mentally agile and flexible. Straight work with perfect decision guidance and awareness and overview over your whole workload is the basics for attaining an even better position in your company with higher income.

You are in a favor against chaotic workers, that often lose control over their duties. Keeping up your professional performance and the quality of your work is a crucial value for your employer and customers. It is the justification for your income and a measure for your occupational or entrepreneurial security.

Develop and enforce your occupational invulnerability.

Support your success

The ideal time management concept should be the most economical way to manage huge amounts of tasks in realtime efficiently. You will accomplish more by working smarter and probably by less pressure.

A permanent clear view on what to do next, without any distraction by bothering with systemic demands let you do more of the results oriented tasks. The flawless guidance of your working day improves your performance immediately.

Be a responsible partner

By an ideal cut down time management concept you should have more time to take significant requests from colleagues, customers or bosses more serious. This improves your importance as a responsible partner.

Steady trustfulness and professionalism

You ensure trustfulness and professionalism in your job. Perfect control over your work by effective time management in the workplace is a substantial criterion supporting your acceptance by your business partners. What is a success other than first knowing the crucial things and second doing the right things at the correct time?

With an ideal time management concept, you are automatically forced to reach this habit soon. Dynamically always being aware of your duties, you can reply immediately and serve requests quickly. You improve activity and pro activity at the expense of reactivity.

You have the edge over unorganized people.

You face the least worries about a task overload by catching problems early. You less often step into quandaries. You are in a favor against chaotic workers, that sometimes lose control over their duties. You attain unsurpassable reliability and thus become or remain a valuable worker.

You develop a sense for what could happen in your working field, and you can be proactive, thus being ahead of your competition. Do your colleagues effectively manage their time? It could be possible to gain a vocational head start by using an efficient and simple solution they never heard of.

Manage your workflow with ease

An ideal time management in the workplace doubles as a perfect workflow management that helps keeping track of your work.

Least service effort

A few rules and advice only mean more energy left for results oriented work.

Customizable

It should be a framework expandable by helpful tools and additions, to support your individual needs. The economical workflow doesn't steal your time from profitable work. You can concentrate on your core profession and keep track of work.

In some respect similar to the chess game you move with all the pieces within an unlimited number of possibilities. Each of the moves is directed to one goal: Win the game. It compared to the unthinkable number of possible movements (Shannon number or other mathematical aspects) the number of rules is also negligible. The rules are astounding simple.

However, imagine what the chess champions make out of it, what strategies they developed. Is the working life more or less complex, then chess? You can be the champion of your work that creates great things out of the simple rules of an ideal time management in the workplace. You are the manager. No system should control you.

So the complexity of the game rules is no measure for its highest stage.

The steady use of clever tools and development of experience leads to mastery, not necessarily the complexity of the tool. Maybe you know other examples, how subordinate the complexity of a technical instrument sometimes is compared to the wanted results. The man or woman behind a method or instrument is the real actor creating results (or not).

It is YOU.

Even so, the best time management solutions either unsuitable for a specific working situation or in the wrong hands fail to do its job.

Implement instantly

A simple method should need least effort to implement it into your work, allow an instant application and easy creation of a habit you can keep to. You should not need to learn a bunch of rules first to understand and use a solution or to change your whole life.

A new solution should provide the shortest path to productivity from installment until its use within a day instead of studying for weeks. The learning time should be as short as possible. The management skills of the user are crucial, not the outside complexity.

It is the quick that devour the slow ones.

It builds on your current level of knowledge about time management

The ideal time management concept is an approach, that respects you as a competent adult. Many published time management advice behave as readers hear the term time management the first time in their whole life.

You should not need to start as a raw recruit to apply time management in the workplace. You are gifted with many skills and knowledge in your way to use time. I guess, you hardly can learn totally new time management issues. You just have to rearrange your knowledge about time management economically guided by a simple structure.

Excess planning obsessions and rules bondage, worrying about the length of to do lists and decisions about categorizing should be history.

What is required to adopt the alternative concept?

Be open minded changing a few habits.

It saves time and money

From the above arguments it is evident, that

- the quick installation,
- the short learning time,
- the few rules
- and the cheap tools you need,

you save a lot of time and money in comparison to complex time management solutions, unless there are good reasons, to use sophisticated concepts.

Only off the shelf and affordable tools required:

- Scheduler
- Taskbook
- clever Filing solution

That's the basic Toolset. Enhanced by a unique working procedure the ideal time management in the workplace becomes a powerful instrument in the hands and pens of entrepreneurs and employees. – TAO Timing. How long do you want to live in stress, uncertainty, lack of control and possible danger?

Take action and thoroughly review your current way of time management.

Are there downsides of easy solutions?

Even the simplest solution requires some activities. Software solutions have many positive attributes, however, slow down every individual time management system, except the dedicated professions that must work with a software. (Project management and all solutions that need team coordination, electronic filing and other software based activities)

Maybe if a concept is far too easy, there is as well freedom from rules and laws. Of course the balance between a totally rigid structure and a sufficient free room to include individual preferences is a walk on the tightrope. Many people cannot live well without being guided in every single situation in life.

**I thank you for reading so far and wish you much success
with your way to manage time!**

A handwritten signature in blue ink that reads "Ronald Hell". The signature is written in a cursive, flowing style.

Ronald Hell

***Those who follow the TAO, are clear of mind.
They do not load their mind with anxieties and are
flexible in the adjustments to external conditions.***

Chuang-Tsu (399-295 BC)

If you search the ideal concept, an easy and simple way to manage your workload
you should consider [TAO Timing!](#)

Appendix

Table of Contents of the TAO Timing ebook

Foreword

Positioning a time management tool
Attain higher work satisfaction
A way to save time reading this ebook

Chapter 1

Introduction
The two areas of Time Management
The meaning of TAO Timing
The origin of TAO Timing
The tools of TAO Timing
Why another time managing method?
Who should use the TAO Timing?
Systemic considerations
Terms used within the following chapters
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Chapter 2

Comments on time management issues
What can we influence?
Cutting stress
Develop good habits
Perfection
Procrastination
Beyond urgent and important
Buffer time
The two minute rule
Prioritizing and intuition
Planning and projects
Organizing
Goals versus results
Concentration
Effective time management
Operational area

Chapter 3

The TAO Timing Concept
The Toolset
The inner secret of TAO Timing

Use ONE Master-Place
Use an unstructured list
Task&Time
Masterbook&Scheduler
Human are image viewer by nature
Usage of Symbols
The rules: collect – scan – decide – act
Basic skills and tips
Which hardwaretools do you need?
Forgettable things with TAO Timing
A little security remark

Chapter 4

Supplemental tools
Order portfolio
Checklists
Handling information material
Compatibility with other organizing systems
Using a personal computer
Allow one personal quirk

Chapter 5

Comparison to other solutions
Rules and stress
Current methods inhibit individuality
A short story about individuality
Status symbol
Context and categories
The 43 Folder of GTD®
A B C or similar classification of tasks
Objections using TAO Timing

Chapter 6

Instead of closing words
Dynamic Time Management
About the Author
Links und literature
Appendix
Trademarks used
Thank You

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www.time-management-use.com, [TAO Timing](#), Easytasking