

- Lesson 6 -



HOW TO MANAGE WORKFLOW

"The time you spend sorting out systems is seldom wasted, and usually repays itself thousands of times over."

- Mark Forster

Most of us have to work in one form or another. Whether we enjoy it or not, it's a fact of life.

It's also true that the *way* we manage it determines how much time we have for everything else -- look back at the illustration of that in the first lesson.

In this one we're going to learn how to process work.

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As you know, there are five parts to your day:

- 1. Essential stuff**
- 2. Scheduled working time**

3. Unscheduled time

4. Wasted time

5. Your free time

The trick is to do **2** and **3** as quickly as possible (and as well as necessary), minimize **4** and maximize **5**. What you choose to do with it is up to you.

You can even do more of **2** or **3** if you really want, but it's your choice.

For now, let's focus on **3** - your unscheduled working time.

This is where a lot of people come unstuck.

They just don't know how to process their work in an organized manner, so they end up feeling stressed, overwhelmed and out of control.

How to Organize Your Unscheduled Work Tasks

Mark Forster, the guy I quoted at the beginning of the lesson, has an elegant and effective suggestion for managing this kind of work...