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Case Study 2

Productivity. Time Management. Priorities.





Situation/Challenge:

- A busy executive was wasting valuable time looking for important client documents amidst the paperwork strewn all over his desk. He found himself regularly interrupted every fifteen minutes by the associates he was managing. And he was not able to spend the time he needed to manage his firm and mentor his associates so he would not have to do the work himself.



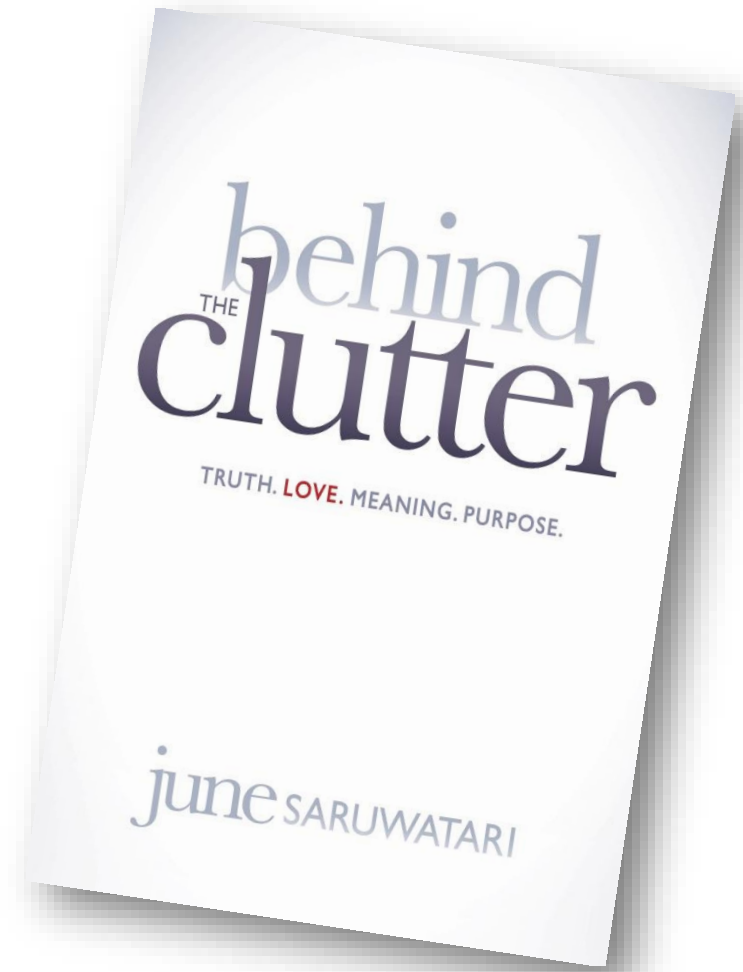
Solution:

- I had to convince him that spending even twenty hours setting up valuable systems to help him delegate the work would save him forty hours in the long run. Once he understood this possibility, I worked with him to schedule regular times to close his door and communicate to associates that he was not to be disturbed during certain hours. In this way, he was teaching those associates to treat him like the powerful executive he already was—allowing him to set the rules and create clear boundaries for his time.
- Dedicating special time at the beginning and the end of the work day to clear his desk was just the beginning of his taking full control of his desk and space. I explained to him that no one was making him do anything, and if he were to master his spaces, he must take charge of his time, his most precious commodity. We created systems for the paperwork flowing in and out, and systems to delegate handling the important paperwork to his assistants and associates.
- Dedicating two hours every week to schedule his calendar gave him the time he needed to be proactive. He regularly set aside time to be the leader and manager of his firm, even scheduling one hour a week to set goals and clarify his vision for his firm. After all, I explained to him, his company had hired him to lead the company and didn't want him to be inundated with administrative work.
- He is now using TruthLoveMeaningPurpose to evaluate everything—from the time blocks on his calendar, to the relationships he is forging at work, to networking events, to the amount of time to meet with colleagues and associates. The criteria has actually simplified his choices, and he can make decisions more readily, easily, and joyfully, knowing he is living his life “on purpose.”



ABOUT JUNE

June Saruwatari is a lifestyle, business, & relationship coach, productivity & organizing consultant, inspirational speaker, and founder of The Organizing Maniac™. For nearly twenty years, her transformational approach of TruthLoveMeaningPurpose™ has helped hundreds of people declutter their minds, hearts, spaces, and stuff to create lives and businesses they love! The co-host of TLC's first season of Home Made Simple, June has appeared on The Nate Berkus Show and has contributed to publications such as Woman's Day, 31 Words to Create an Organized Life, and Practically Posh.





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