

15 Time Power tips for Road Warriors

1. Carry a folder of articles to read while delayed in traffic or waiting for an appointment or child at a music lesson. This makes a dent in your reading pile and diffuses the potential frustration of the delay.
2. Store business cards in a zipper pocket of your purse or briefcase. You will save time and have a smoother flow in searching for them.
3. Use waiting time for planning. Even short periods of time can be extremely useful if you focus in on something you want to solve.
4. Stay in touch with your office while you are out. Agree in advance a time you will phone in, this can be a time-saver in many ways: eliminates stock-piling of calls to return; reduces interruptions; you can be updated on something you can handle easily while you are out.
5. Arrange stops as logically as possible. This saves time, stress and money by planning ahead. Allow time for flexibility or change. Make the longest journeys early or late in the day and plan most travel times when your customers are not around.
6. Use recorded books on tape or CD for professional development while driving. They can be a valuable use of time when you can't seem to read.
7. Pre-date and label an envelope for business receipts on a weekly or monthly basis or for a trip. Receipts get where they need to go to make the best use of your money - for reimbursement, taxes or general record keeping.
8. Carry the phone numbers for all upcoming appointments and frequently used phone numbers with you when out, saving much frustration. Make sure they are written in your Day-Timer as well as saved on your phone just in case.
9. Attach a mini clipboard to the car dash board for quick notes while driving or use a Dictaphone or message recorder on your mobile phone. Either can be great for brainstorming that comes up in a traffic jam or quick reminders of something that just flashed into your head to be remembered.
10. Keep file boxes on the seat or in the boot when using the car as a travelling office. Many variations of portable equipment now exist to make working out of your car as organised an experience as sitting in your home office. Similar containers are made for keeping groceries or other items upright in the boot.
11. Carry a small spiral notebook with you at all times, either in your purse or briefcase for ideas or messages out of the office. This reduces the number of places for storing random information.
12. Set objectives for each contact with the client according to business potential not ease of contact.
13. Aim to improve the effectiveness of each meeting by sending advance information where possible, minimising small talk and before you leave – making the next steps clear, e.g. next appointment.
14. Do the things, which require maximum brain capacity when you are at your best. Attend only to minor business when your brain cannot cope with anything but small things.
15. Fix deadlines for all jobs and stick to them. Be realistic in judging the time any task needs.