

the issue, you could try to work out a more acceptable arrangement. For example, you could ask the following:

- "Can the deadline be extended?"
- "Will a draft suffice temporarily instead of the finished document?"
- "Can I do a part of the project?"

At times, asking if the requesting party wants you to set aside everything else to work on this project may be appropriate. In this case, specifically mention the other projects that you will have to set aside. If the requesting party is not your immediate supervisor be sure to get their feedback/approval on this reprioritization.

4. Banking

Traditional time management systems focus on effectiveness but not on efficiency. Sure, it's important to get the right things done, but it's also important to remember to be efficient with the time you have available. Remember:

- Be creative with your time. A lot of tasks can be completed when you are waiting in lines, sitting in a doctor's office, traveling to and from work.
- Look for ways to be more efficient. Watch how others do it. Ask them to show you.
- Reward yourself – take the time you saved by working smarter to do those unimportant, not urgent but personally rewarding tasks you'd like to do (like having a life!).

5. Final Word

A key teaching of GLI-2 is that planning, networking and outcalls are important activities to maintain and increase your value to clients. To be successful they require careful planning, preparation and execution. Be careful not neglect these activities for less important tasks.

You know this and at the same time you have to deal with many other less important tasks pressing on you and which are accumulating if you don't address them right away. It's difficult to turn your attention away from these tasks as you know you could deal with them easily and quickly and, boy!, what a relief it would be! You seek to reduce stress by getting these things off your desk first so you can focus on more important things later. The problem is that the stream of less important tasks and things to do is never ending; if you try to get it all done first, you will rarely have time and energy left for more important things that fully require your creativity and thinking abilities. You may feel occasional relief but in the long term you are neglecting important things until they become urgent themselves. By that time you have to rush as there's not enough time left to do the job to the level of quality that you wished.

In the long term, if you don't do your planning, networking and outcalls diligently, you become less valuable and relevant for our clients and for the TCS.