

# JCU' s SIMPLE SABOTAGE LEADERSHIP SERIES

*DO' S & DON' TS: TIME-MANAGEMENT*



## DON'TS (from Field Manual):

- Work slowly. Think out ways to increase the number of movements necessary on your job; use a light hammer instead of a heavy one, try to make a small wrench do when a big one is necessary, use little force where considerable force is needed, and so on.
- Contrive as many interruptions to your work as you can: when changing the material on which you are working, as you would on a lathe or punch, take needless time to do it. If you are cutting, shaping, or doing other measured work, measure dimensions twice as often as you need to. When you go to the lavatory, spend a longer time there than necessary. Forget tools so that you will have to go back after them.

## DO'S (from Jack Cooper):

- Our instinct is often to start with the most important work first. Or, worse, to just start with whatever happens to be in front of us at the moment. But try this tactic. The night before you leave work, make a written list of all the things you need to do the next day. Reserve a spot at the top of the list for 2-3 quick tasks that you can “knock out” of the way first thing when you arrive to work. You will have the satisfaction of quickly being able to cross-out multiple items on your to-do list. Then you can dive in on the most important projects, especially if they are projects that will take a little extra time, without out the weight of a full to-do list bearing down on you all day.

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## DO's (from Jack Cooper) Continued:

- It's a good habit to always look at your next day's calendar the night before. That way you wake up ready for your day. And if you have any appointments early in the morning, you have time to wake up a little early.
- Streamline your work. Don't waste time and energy on projects that don't have to be perfect or that are relatively unimportant.
- Work smarter AND harder. Focus on efficiency, not so you can kick your feet up, but so that your hard work is more productive.
- Block out time for uninterrupted work. More involved projects may require you to block time on your calendar so that you are not repeatedly interrupted. Each time you stop and start, you may lose time and momentum.