

TIME MANAGEMENT DOCUMENT RED, BLUE, BLACK

As leaders /owners your time is the most precious commodity you have. It is important to be clear about how you spend your time and to ask is it the best use of my time.

The Red, Blue, Black model allows you to explore where your time is going and as a result make any changes that may be necessary.

Red:

Red time is time you spend doing any admin/reporting that you need to do, that keeps your part of the business running

Blue:

Blue time is the time you use and tasks you undertake that add value/Create Revenue for the business now

Black:

Black time is the time you use and tasks you undertake that add value/Create Revenue for the business into the future

Exercise:

Look at the time you spend in each of these areas on a daily, weekly and monthly basis and come up with a % for each.

Ask yourself is this the best use of my time??

If not what do you need to change??

Notes:

RED, BLUE, BLACK



Red: Admin, reporting relating to your role, Department etc.	Blue: Work you do that creates value now	Black: Work you do that creates value in the future
Daily	Daily	Daily
Weekly	Weekly	Weekly
Monthly	Monthly	Monthly