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You cannot manage time, but you can manage your actions during the time you work. Imagine how much more you would achieve if 65% of your outgoing calls were completed before noon?

DON'T ASK: "WHERE HAS TIME GONE?" TELL IT WHERE TO GO!

Technology is a blessing and can save you a tremendous amount of time. However, it can also wipe out your prime time and your production. If you do not work a high volume or light industrial or office support temp desk, there is **no reason** to answer emails as they appear in your inbox.

If you find yourself attempting to multi-task all day long, you will have important things slip through the cracks. Don't multi-task. Segment your day and switch gears. When you do switch gears, you must focus 100% on the task at hand.

1. Check email three times a day: early am, lunch and at the end of the day
2. Respect and focus during prime time | power hours
3. Plan... Plan... Plan... before you leave work
4. List the six things closest to the money at the top of your planner
5. Eliminate your greatest time wasters
 - a. Time spent on candidates you won't place
 - b. Time spent on bad business
 - c. Lack of organization and systems
6. Take incoming calls between 400 – 5:00 pm from candidates
7. Inform clients you hold incoming calls before noon. Complete 65% of your outgoing calls during that time
8. Commit to 90 minutes of recruiting | networking efforts on all orders
9. Talk to twenty new people daily
10. Create systems and follow them!

Follow the advice and you will not work harder, you will make better use of your time which will result in increased production and income!

If you're hiring and training is NOT best use of your time... watch this [DEMO](#).

If you feel your Sales Team could produce more.... watch this [DEMO](#).

If you have a training program our Tutor provides you with more Horsepower! If you don't, this is a turnkey training program that also provides access to Barb LIVE six times each month. You have to SEE THIS to BELIEVE IT. Please take time to click here:

<http://www.staffingandrecruiting.com/TPT081811/>