

Time Management Facts and Figures

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The average person uses 13 different methods to control and manage their time.

The average person gets 1 interruption every 8 minutes, or approximately 7 an hour, or 50-60 per day. The average interruption takes 5 minutes, totaling about 4 hours or 50% of the average workday. 80% of those interruptions are typically rates as "little value" or "no value" creating approximately 3 hours of wasted time per day.

On an average day there a 17 million meetings in America.

20% of the average workday is spend on "crucial" and "important" things, while 80% of the average workday is spend on things that have "little value" or "no value".

A person who works with a "messy" or cluttered desk spends, on the average, 1 ½ hours per day looking for things or being distracted by things or approximately 7 ½ hours per workweek. "Out of sight; out of mind." When it's in sight, it's in mind.

The average worker sends and receives 190 messages per day.

25% of sick days are taken for illness. 75% of sick days are taken for other reasons.

80% of Crisis Management" events are preventable.

The most powerful word in our Time Management vocabulary is "no".

70% of business and professional people use a "to-do" list on a regular basis to administer their "have to's".

5% of business and professional people use a "to-do" list on a regular basis to administer not only their "have to's", but also their "want to's".

Delegation is an unlimited method to multiply time for achieving results.

The hardest part about delegation is simply letting go. "If you want a job done right, you have to do it yourself."

The "20/80 Rule" tells us we will typically accomplish 80% of our results through 20% of our effort. The other 20% of additional results comes from about 80% of additional effort.

"Stressed" spelled backwards is "desserts".

Half of what is known today, we did not know 10 years ago. The amount of knowledge in the world has doubled in the last 10 years. And it is said to be doubling again every 18 months.

If you always do what you've always done, you always get what you've always got." To change our output, we must change our input.