

How To Make Your Day More Productive

By Rus Kinzinger

Unmanaged time is opportunity lost. Distinguish *your* store with accountability in this all-important area. Here are some practical tips for gaining mastery.

- **Stand up and gradually move toward the door** when it is time for a scheduled visit to end. The message is polite, but unmistakable.
- **Meet unwanted visitors outside your office** and talk there.
- **Say “no” if you *don’t* have a minute.**
- **Rearrange your desk** so that the natural line of sight is not out your office door.
- **Write less—phone more.**
- **Stand up when the ideas stop flowing.** Doing so can recharge the process.
- **Clear your desk** of distracting material.
- **Set time limits** on meetings.
- Require reports to be one page only.