

Business Plumber

helping your work flow
...and your profit grow

No time? Then here's how to find it...

1 Fact finding



Most people struggle to find time in their lives for everything they need to do - which can leave you very short of time for the things you *want* to do.

So here's a very quick and easy way to work out what is actually taking up your time - which is the first step to making *much* better use of it.

So - during a typical working day, what sort of jobs would you be doing? Start with some broad categories, and make a note of them. For example if I were an *actual* plumber rather than a business plumber a typical day might include:

- travelling
- working at customer's premises
- administration and invoicing

But whatever list you make, it's well worth having a catch-all category called "other" as well!

Now think about that in the context of your own work. What are the jobs that (usually) take up your time - in your opinion?

Got your headings? Great. Now write them into a notebook (or onto your smartphone or tablet if you're happier with electronic tools) - something small enough to slip into a pocket or a bag so you can be sure of finding it wherever and whenever you need it.

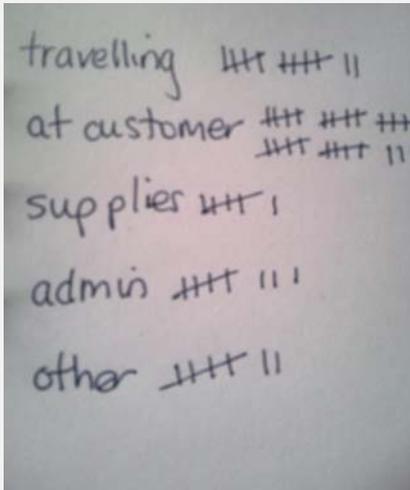
And be sure you have it with you. Every day - and everywhere...



Whatever list you make, it's well worth having a catch-all category called "other" as well!



2 Time to get started



'Why a mark every 15 minutes? It's a compromise - so if 20 minutes works better for you, by all means use that instead.'



Like to know more?
Then please call 01359 240717 for a complimentary 60-minute consultation!

So you've got your list to hand - good. Now's your chance to see what *really* goes to make up your working day!

Working with the list may feel a little irritating at first, but you'll quickly get into the habit once you're committed to doing it...

At the end of every quarter-hour make a mark in the notebook against the thing you were mostly doing. Start at the very moment you start work, and end *only* when you have finished all your admin, and anything else to do with work, at the end of the day.

And yes, if you work past midnight (which far too many of us do) put all that time onto the next day's quota...!

It's a good plan to create simple "five bar gates" where every fifth line crosses the previous four - they make it a lot easier to read the results!

Why a mark every 15 minutes? Well, it's a compromise between getting enough detail and not taking up your whole day making little marks in a notebook. If 20 minutes works better for you, then use that instead. But stick to whatever you decide - don't change it part way through or you will confuse yourself.



3 And now let's get real...

Now you need to run this process for a day or so out in the real world, to check that it's doing what it's supposed to do. This is called *piloting*.

Don't be surprised if you discover something that you'd never realised was happening. In fact, that's what most people do!

For example, suppose our plumber is halfway through a job when she finds that she needs some more materials - so she needs to record the extra time this takes. As a result her list now becomes:

- travelling
- working at customer's premises
- obtaining supplies
- administration and invoicing
- other

If you are a sole trader, one thing that may surprise you is just how long your working day really is. Our plumber has realised that she usually leaves home at 7:30am, and doesn't finish her office work till nearly 11pm.

While *you* - as we've already noted - may not finish until the following day...

So where do you go from here?

Well, why not start by booking a free 60-minute consultation with your friendly local Business Plumber? After all, you have nothing to lose but your problems...!

Just give us a call on 01359 240717 and we'll be delighted to arrange an appointment that suits you.



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