

“Run a shot across the bow!”



“Argh”, Heave-To! Scurvy Dog here with a wee bit of a warning to ye all!

To all ye Captains – don’t go down with your ship!

So, you say you’re not planning to? Okay, if you’re the manager and responsible for personal production let this “be a warning to ye all”!

The biggest challenge is how do you manage *and* work a desk? How can you lead and still contribute to the production and

performance of your team?

This is exactly what management/leadership is all about. There have been many opinions on the subject but, let’s get real. If you’re a manager today where we’re all running lean and mean – I bet you have other “production” related duties as well. So how do you do it? If you’re struggling with this issue then read on.

First of all, we have to accept the fact that we just - must do it. It is what it is.

Now, that we have that out of the way ... the answer is in time management and having the ability to say, “No”. Let’s look at time management first.

The highest achievers in life are those that effectively manage their time. Their focus is on the result not on just being busy. Many people spend their days in a frenzy of activity, but achieve very little because they’re not concentrating on the right things.



The first step in managing time is setting goals. We have to know where we’re going. Yes, it takes time and a little effort but I’m telling you that if you take the time up-front it will pay off and give you more time down the road.

With your goals in mind (the end result) you then begin to prioritize. And, a “to do” list is not good enough. That’s just a list of stuff to do. When you prioritize you rank the activities based on how they’ll get you to your goal. In my opinion, anything that has to do with your existing clients or activities that will generate new clients is always – first priority!

Okay, so we’re on the same page. Now what? Interruptions – of course! Phone calls, minor emergencies, questions, meetings, conversation, etc... You have to ask yourself on every “distraction” is this important or urgent? Then learn to manage these distractions. Just because you’re interrupted it does not mean you have to allow “it” to control you and your day. Make a decision. Can it be dealt with later? If so, then do it later. Do you want to accomplish more? Do you want more time? Do you want to have work free weekends? Then take control! It’s all up to you and within your power.

I learned a long time ago (the hard way) that you train others how to work with you whether you realize it or not. So, if you constantly have a line in front of your desk with people asking questions or making demands – it’s your fault (unless you work at the DMV but then if you do you really don’t care about time, LOL). The reason I say this is because if you are willing to give out the answers or you’re willing to take on any project or you’re just willing to allow others to distract you - guess what, they will!

One of the most important time management techniques is in scheduling. Yes, again, it takes time up front but I guarantee it will save you time in the end. Think of the responsibilities you have and block time for those that must be done based on your priorities. Then plan each day in the week, keeping in mind your goals and the results you need accomplished. The more time you spend planning and organizing for your week (before Monday morning) you can hit the ground running come Monday morning and execute your plan. I always think of planning as; “if I think about my week now - that’s one less thing I don’t have to do later, I can go into autopilot.”

If you plan for nothing don’t be surprised when you get nothing.

In order to be productive you’ve got to be organized, have a positive perspective toward your work, successfully delegate and work a system.

It’s like a captain of a ship. And, let’s use a pirate ship! The crew is in the bottom of the ship rowing the oars, powering the ship. If you’re the captain and you’re in the bottom rowing with your crew (because you want to set an example) that’s fine but when everyone’s rowing like crazy and you’re right there with them ... who’s looking steering the ship?!



See, as the captain of the ship you’ve got to make sure you take the time to go to the helm, check direction, check the compass and steer the ship. After all this is the real purpose of the Captain (manager).