



7 Time Strategies to immediately improve the bottom line

Kate Christie, Time Investment Expert

A photograph of two young women with long blonde hair, seen from the chest up, engaged in conversation outdoors. The woman on the left is in profile, looking towards the right, wearing a dark jacket with a light-colored fur collar. The woman on the right is facing her, also in profile, wearing a light-colored top. The background is dark and out of focus, suggesting a nighttime setting with some greenery.

**Take a few moments
to **CONNECT** with
your neighbour**

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Today's speaker



Kate Christie

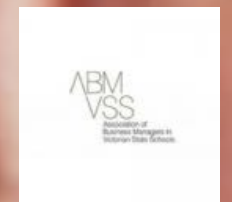
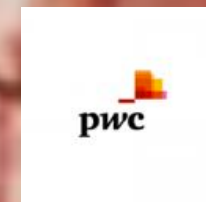
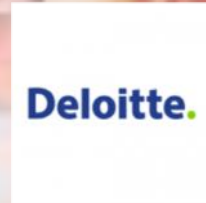
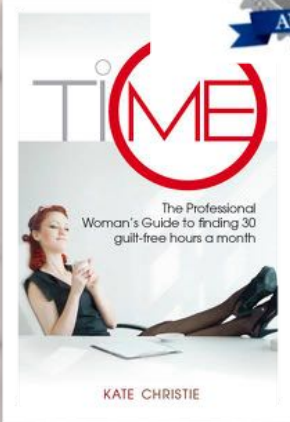
Time Investment Expert, Speaker, Author

@katetimestylers

What to Expect

- 1 Goal
- 7 Business Problems
- 7 Time Solutions
- Dozens of Strategies
- 60 mins





'Kate Christie is a time saving dynamo - a super hero of time management' - Kochie's Business Builders



Problem #1

You are not self aware
- why does it hurt?



The Symptoms



1. Non stop interruptions
2. Constant juggle
3. I find it hard to say 'No'
4. Competing priorities
5. The emails/meetings never stop
6. I just don't have enough time
7. Delegation does not work



The Diagnosis

1. You don't **Plan** to succeed
2. You don't **Control** the agenda
3. You don't **Focus** on the right things

What is the Prize?

40%



“

[Time is] the only thing you can't buy. I mean, I can buy anything I want, basically, but I can't buy time.'

Warren Buffett



Action #1

Time Investment v Time
Management

Problem #2

You don't know where
your time goes



BUSY



Action #2

Map Your Time

Problem #3

You constantly...





**Let's play a
game...**



Action #3

Stop Multitasking

Problem #4

You don't outsource
(effectively)



SAT vs SMART Outsourcing



Select
Activity
Timeframe

Select
Motivate
Activity
Result
Timeframe



Actions #4

Outsource the SMART way
What can you Outsource?
What can you Insource?

Problem #5

You don't focus on
the right tasks at the
right time





Actions #5

Energy + To Do List + Batch + Deadlines + Calendar

Problem #6

You give equal
weight to all tasks



High Value v Low Value Tasks

HIGH VALUE TASKS = tasks at your skill level and which generate revenue

LOW VALUE TASKS = tasks below your skill level or which are cost generating



Typical Low Value Tasks:

- Internal Meetings
- Lost time (to interruptions/procrastination)
- Constant Emails
- Social Media Surfing
- Administration

Typical High Value Tasks:

- Lead Generation
- Sales
- Delivery
- Client Meetings
- Product Development
- Process Efficiencies

The cost of time spent on both High Value and Low Value Tasks is measurable



Actions #6

Understand and Focus on the
High Value Tasks

Problem #7

Your time is
money...and more



Your Time is Money

Individual Costs
\$70,000 pa
\$50 ph
1 hr/ day on Facebook
\$18,250
10 hrs admin
\$24,000
16 hrs/ week on emails
\$38,400
25 hours of interruptions
\$60,000

Lost hours across your team @ \$50 ph

1 x 3 hrs = \$ 7,200

5 x 3 hrs = \$ 36,000

10 x 3 hrs = \$ 72,000

18 x 3 hrs = \$129,600

30 x 3 hrs = \$216,000

100 x 3 hrs = \$720,000

**Now multiply that
across each Low Value
task performed across
your business**

Your time is more than money...

- **Opportunity Cost**
- **Emotional Cost**
- **Physical Cost**
- **Meetings: 15% time (2008+)**
- **Emails: 2 days a week**
- **Interruptions: 6.5hrs a week**
- **Is this the BEST use of my time?**





Actions #7

Understand the 4 cost lenses

Count the costs

Only ever invest your time with intent

1. Business Cards

2. Connect with me:

Email: kate@timestylers.com

LinkedIn: <https://www.linkedin.com/in/kate-christie/>



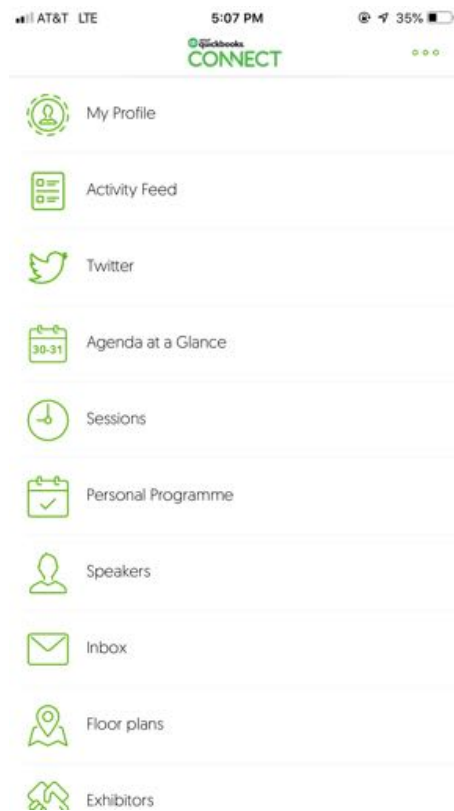
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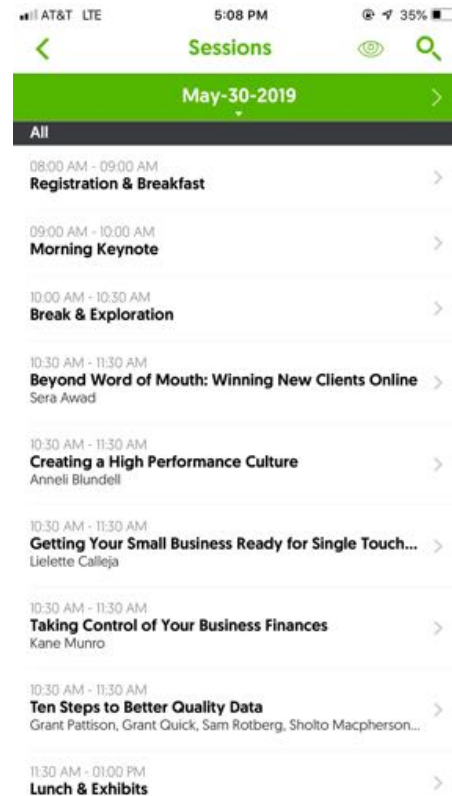
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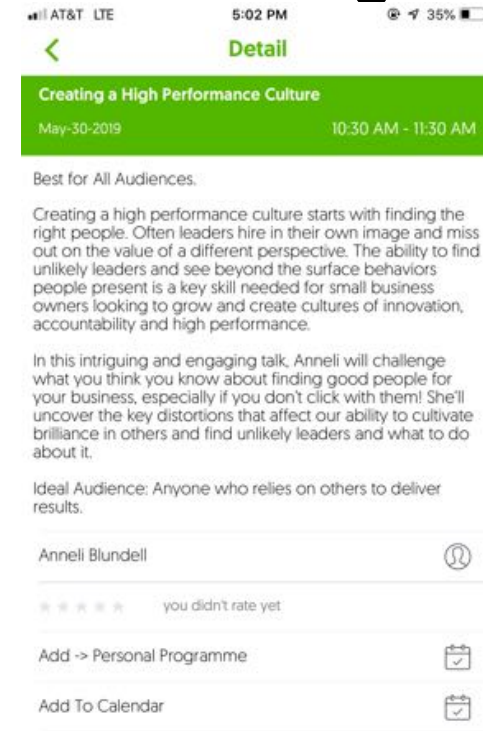
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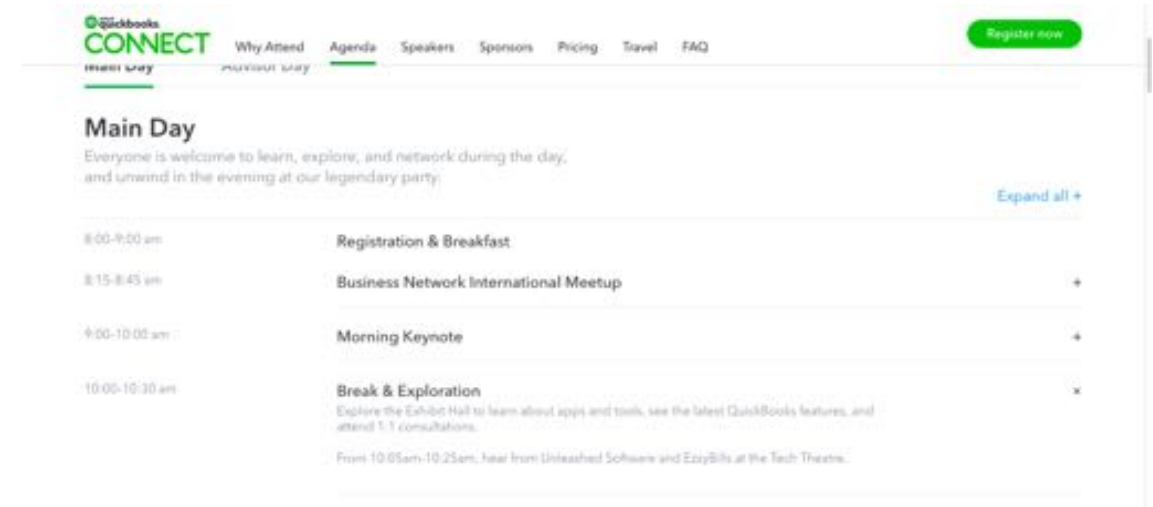
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