

# Business Success **Solution**

*Loren Fogelman*

**BSS**

## Time Management Secrets for Busy Firm Owners

A difference exists between efficient and effective actions. Efficiency values time as a resource. Effectiveness emphasizes knowledge as your highest valued resource. It's possible to be efficient, but ineffective. Knowledge is where your value lies.

**1. Decide it** Clarify where you're heading and why you're heading in that direction. This is the first step of your success blueprint.

**2. Ditch it** Some things ought to be completely removed from your agenda because they're either inefficient or ineffective. Outdated systems and duplication affect your efficiency and your effectiveness. What comes to mind for you?

**3. Delay it** Decide which activities top the list and what gets pushed aside. Review all the things you're doing. Volunteer activities are one of the things which require time. If you enjoy starting new things, but rarely finish what you start, then delay your decision for one week. If you're still excited a week later, then figure out where it fits into the bigger picture.

**4. Delegate it** You can only do some much before your plate overflows. Firm owners are idealists. We possess a vision of the client experience and our business operations. Trusting another person to join your team is a BIG step that not all accounting professionals are willing to take.

**5. Do it** Once your load has been lightened then the important activities and responsibilities remain on your agenda. The things which are effective, efficient and you enjoy doing ought to top the list. These activities will help to serve your clients, lead to your firm's growth and make you money.

**6.** If you're ready to raise your rates, and wonder how to apply this to your practice, then let's talk. Take advantage of the complimentary **Path to Profits Strategy Session**. We'll discuss how to increase your income without working additional hours. **Go to <https://www.businesssuccesssolution.com/letstalk/>**

