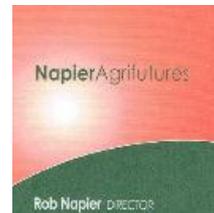




# Time Management for Farm Families

Working smarter not harder

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# Introduction

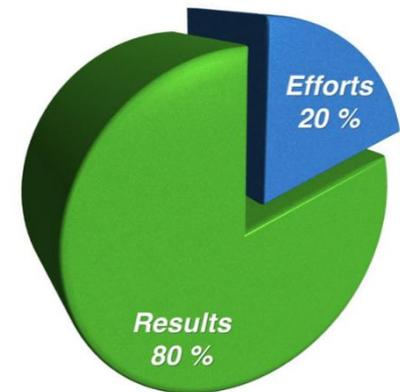
- **Family farm challenges**
  - performance of human resources is critical
  - high cost of management & labour
  - self-employment requires planning & discipline
- **Time management**
  - achieving control
  - implementing effective work plans
  - allowing time for family & leisure
  - priorities
  - working smarter

**The key is not to prioritize  
what's on your schedule, but  
to schedule your priorities.”**

**- Stephen Covey**

# Introduction

- **Questioning attitude to time management**
  - should I be doing this job? Why? When? Where?
  - is there a better way?
  - what is the best use of my time right now?
- **Record time spent on tasks**
  - Pareto principle – 20% of effort can give 80% of outcome
  - before planning – record where time is spent
  - estimates often vary greatly from actual
  - record a sample week every few months
  - records give a basis for improved time management



# Record Sheet for Time Spent

<b>Task</b>	<b>Estimated Time Spent</b>	<b>Actual Time Spent</b>	<b>Comments</b>

# Time Planning

- **Prioritize**
  - **A jobs – must be done in the planning period**
  - **B jobs – should be done in the planning period**
  - **C jobs – can be put off**
  - **D jobs – can be delegated to someone else**

**Prepare annual, monthly, weekly & daily work plans with tasks in priority order**

**Only plan 50 – 70 % of time to allow for unexpected events**

**Planned**

**Unexpected**

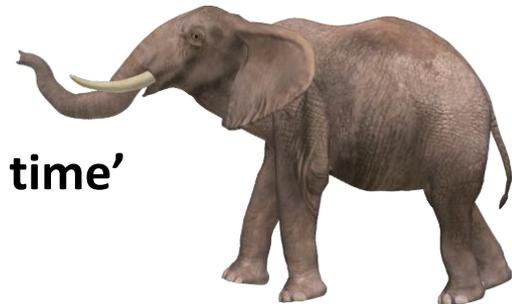
# Time Planning

- **Allow time for planning**
  - 10 minutes to plan each day
  - 30 minutes to plan each week
  - one hour to review the past month & plan the next
- **Consider all components of each job**
  - getting ready
  - doing the job
  - packing up afterwards
- **Co-ordinate jobs to save travelling time, livestock herding time**



# Time Planning

- **Using unproductive time**
  - set up jobs requiring small amounts of time
  - do jobs while waiting for phone calls, visitors
  - use travelling time – mobile phones, recorders, educational tapes
- **Preventing interruptions**
  - consolidate time into useful chunks
  - keep control – arrange phone calls & visitors for times when major tasks are completed
  - break big jobs into achievable components –  
'you can eat an elephant if you take it one bite at a time'



# Time Planning

- **Family & leisure**
  - when planning allocate sufficient time for family & leisure
  - continuous work causes people to operate ineffectively with 'batteries' half flat
  - workaholics with no time for friends & family can damage relationships
  - young people need guilt-free structured time off when work commitments are satisfied
- **Planning for the unexpected**
  - a good work plan is like a rudder - allows controlled flexibility & includes alternative plans (eg, a wet weather program)



# Time Planning

- **Implementation of plans**
  - **do the most important things first**
  - **distinguish the important from the urgent**
  - **the first half of each day is the most important**
    - ‘lose an hour in the morning and you will spend all day looking for it’**
  - **resist the temptation to do only what you enjoy**
  - **distinguish work accomplished from hours worked**
  - **delegate – but you have to be organized**



# Time Planning

- **Communication**

- **the major benefit of planning – ability to communicate in advance to the work team**
- **use the written word where possible**
- **use work charts, diaries, smart phones, notice boards**
- **round table discussions of work plans**

*“60% of all management problems are the result of poor communication.”*

- Peter Drucker

# A Short list of Time Wasters

- x – disorganised work areas (for example, workshop, office)**
- x – poor use of the telephone (for example, length, timing of calls)**
- x – visitors who do not value your time or who are given appointments at the wrong time of day**
- x – people who do not keep appointments**
- x – morning & afternoon teas**
- x – late breakfasts & long lunches**
- x – people who do not write things down**
- x – poor job instruction**
- x – ‘Parkinson’s Law’– the work expands to fill the time**
- x – ‘shopping’ & sales**
- x – procrastination**

# A Short List of Time Wasters

- x – failure to listen or read instructions**
- x – haste**
- x – inability to say ‘no’**
- x – refusal to delegate**
- x – blaming others**
- x – not doing jobs properly the first time**
- x – lack of co-ordination of jobs**
- x – ‘fire fighting’ – jumping from job to job**
- x – inadequate machinery maintenance or spare parts inventories**
- x – lack of care with machinery & equipment**
- x – poor property layout , access, fences & gates**
- x – gang sizes too large or too small for the job**



# Summary – Guidelines for Better Time Management

- **Plan & implement tasks in priority order**
- **Take a questioning attitude to tasks**
- **Allow time for planning**
- **Find ways to use unproductive time**
- **Consolidate time into useful chunks**
- **Break big jobs into small components**
- **Delegate but first become organized**



# Summary – Guidelines for Better Time Management

- **Distinguish the important from the urgent**
- **Allocate time for family & leisure**
- **Do the most important things first**
- **Resist the temptation to do only what you enjoy**
- **Distinguish hours worked from work accomplished**
- **Modify plans as changes arise**
- **Communicate plans**

# Above all else...



## Work smarter, not harder!

# *Thank You!*

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