

Task Expands to the Time Allotted

In time management, I have a phrase “Task Time Expansion” which happens to all of us. Have you ever gotten up on a day where you had nothing pressing, yes, I know that just about never happens, and had maybe 1 or 3 things to do that day? By the end of the day you have not accomplished 1 or maybe all 3 things.

How about this, you are home and you get a call from a friend who says they were passing through the area and would like to stop by to catch up. You say sure and they tell you they are about 30 minutes away. Can you say spring cleaning in 30 minutes? Quick load the dishwasher, run the vacuum cleaner, clean the toilet, run the mop, dust and straighten up the house all in 30 minutes. The doorbell rings, you answer it out of breath and sweating, your visitor asks are you ok? You say oh yes, I was just doing a little workout, please come in, I was about to get myself a drink can I get you one?

My point is if we allow ourselves to be nonproductive we can but if we put our mind to something we can accomplish it in the shortest amount of time as possible. I personally use 30 minute blocks of time, hopefully you read my “Cluster Tasking a Better Way to Work!” article and this should all start making sense. Schedule yourself 30 minutes of uninterrupted time to accomplish a single task, read “Single Tasking, the Paleo Diet for your Brain” article.

Am I the master of what I just wrote? Hell no, but I am working on it! Thanks to all the interruptions in our world it’s a daily challenge. I have to admit some days I just give up with my plan and stomp out the little fires but hopefully those days are less and less as I continue to fight the Time Management Battle!

This is article/blog number 14 in my “Raise the Bar” campaign. If you missed any of them you can find them on my FB Timeline, my FB page Dick Betts Blogs or my website. [#raisethebar](#)