



American Foundry Society

AFS Central Ohio Chapter

www.afscentralohio.org

May 3, 2005

Welcome all Chapter Members:

"The One Million Dollar Idea!"

It's become a tradition. Once a year your local AFS chapter dedicates one of the monthly meetings as "Top Management Night", giving us a chance to recognize the top management and leadership of the various metal casting operations and supplier companies in the central Ohio area. This year our upcoming May meeting will be the "Top Management Night", providing a chance for you to meet many of our local industry leaders. For program details see <http://www.afscentralohio.org>

If you work for a company you know who top management is. You know their authority and their responsibility. You may also know some of the problems they face and you may know how they go about solving them. You may even know some of the tools they use to do so. But have you ever considered that we all are sort of top management? Think about your job, your family, and your life. Who is making those decisions, who needs to solve those problems and who has to look out for #1? When it comes to managing, whether it's a company, your job or your life, we are all in the same boat and can use the same tools and procedures. Managing is all about making decisions based on what you think needs to be done and then living with the consequences - good or better. Lucky for us, we don't live in the stone age and don't have to invent the rules. Others have done that already before us and all we have to do is pick one or two and get started.

Do you remember or have you heard about Earl Nightingale? He is considered the grandfather of personal development and in the 1950's published his "Lead the Field" series, which became one of the best and most popular guides on personal achievements. In one of his lessons Nightingale talks about Ivy Lee, a management consultant in the 1930's, who revolutionized the concept of time management.

Charles Schwab of Bethlehem Steel was looking for a way to get more things done in the time he had available and challenged Lee to come up with ideas. Lee was ready, and within 20 minutes laid the groundwork for the most valuable advise Schwab ever received. Lee asked Schwab to take a piece of paper and write down the six most important tasks he had to do tomorrow. "Now," said Lee, "number them in the order of their importance. When you come to work in the morning look at item number one - the most important thing) - start working on it and stay with it until it is completed.

Once you've completed the most important task on your list begin number two and continue through the list all day long - always working on your most important task in sequence. Do this until you go home. Don't be concerned if you only finished two or three or even if you only finished one item. You'll always be working on the most important item and the others can wait. If you can't finish them all by this method, you couldn't finish them with any other method either. Spend the last few minutes of every working day making out a new list for next day. Make this your habit every working day. Have your people try it. Use it for as long as you wish, and then send me a check for whatever you think it's worth to you."

The story goes that two weeks later Schwab sent Lee a check for \$25,000.00, an incredible amount in the 1930's, and added a note saying the lesson was the most profitable he had ever learned. Within five years and using his newly acquired skill, Schwab turned the Bethlehem Steel Company into the biggest independent steel producer in the world and made himself a \$100 Million fortune, becoming the best-known steel man alive at that time.

"Hogwash", you say? "That kind of thing may have worked 70 years ago but today it's different and who wants to build another steel mill anyway?" You're right, if you don't want a steel mill - but what is it that you want then?

If you know what it is, fine - if you don't, maybe you want to review what we talked about at the beginning of this year in the January 25, 2005 letter, and start using the system in everything you do whether it is work, family or your entire life.

And here are the four steps that'll get you there:

1. Identify everything you want to have, become or accomplish in various areas such as job related, professional and personal development, family, social, leisure, travel, civic, people you want to meet, things you want to learn and other items and make a list for every category. Take your time, think about it first and then start your list. Once you are sure that your list covers everything you would like to accomplish in the various areas, go to step 2.
2. Now go over your lists again and this time decide the importance of each item by placing an "A", "B" or "C" in front of each item. "A" items are the ones considered most important or critical to be done. "B" items are the important ones, however, you will only work on the B's after having fully completed your list of A's. Your "C's" are relatively insignificant and are only worked on should you have time available after completing the A's and B's.
3. Review your list one more time and evaluate you're A's, B's and C's as to their order of importance. Decide which of the "A" items is the most important and label it A1. The next most important would be A2 and so on. Do the same thing for the B's and C's.
4. Start working on A1 until it is completed. Then go on to A2 and complete it, etc. Your goal should be not to complete as many items as possible in a given time but to focus on the quality of the items on your list and how they fit within your overall goals.

It is said that it takes 21 days of doing something to make it a habit. Try this idea for 30 consecutive days and you'll be blown away by your increase in productivity as well as the feeling of accomplishment.

Go for it!



Chris Doerschlag, P. E.
Director
AFS Central Ohio Chapter

PS: Remember, time management has nothing to do with the clock, but everything to do with organizing and controlling your activities to reach your goals.

PPS: The AFS Central Ohio Chapter's "Top Management Night" is planned for May 19, 2005. Go to <http://www.afscentralohio.org> now and check out the program details.

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