



THE EFFECTIVE HOTELIER

- How to make the most of your time



“Time is the scarcest resource, and unless it is managed
nothing else can be managed.”

- Peter Drucker, The Effective Executive

**Traditional Time
(Objective Time)**



vs.

**Actual time
(Subjective Time)**

What is time?





Time Management

Tools

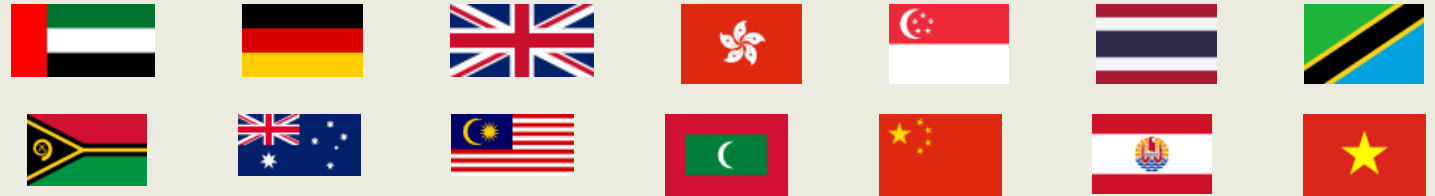
vs.



Skills

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Executive Coach, Mentor, Trainer, and Consultant for Commercial Leadership and Innovation



Executive Growth programs

Mentorship programs

Commercial Training and Consulting

Commercial Leadership Team Coaching



**3 SKILLS THAT WILL SAVE
YOU 2.5 HOURS DAILY**



#1 Awareness

**Thinking realistically about your time
by understanding it as a limited
resource.**



AWARENESS SKILLS

Primary driver to avoid procrastination

#1: AWARENESS – WHERE DOES TIME GO?

Green

Work you are hired to do.

Work that is essential to your job and work.

Yellow

Work that is important to your role. It must be done but could be delegated with guidance and training.

Orange

Work that must be done & integral to the company, **but you were not hired to do it**, even if you enjoy doing it.

Red

Work that is a waste of your and others' time. Redundancies, outdated systems, work that doesn't add value.



Time tracker

Week starting _____

Day of week	Green Light Work	Yellow Light Work	Orange Light Work	Red Light Work
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

To receive the full document email

Heidi@hge-international.com

Subject line: Time Tracker



Daily Activity Tracker

Start time: 8:30 AM

Time Interval Minutes 30

Date:

Start Time	End Time	Activity	Comment	G	Y	OR
8:30 AM	9:00 AM	3 Emails, got coffee, read online article				
9:00 AM	9:30 AM					
9:30 AM	10:00 AM					
10:00 AM	10:30 AM					
10:30 AM	11:00 AM					
11:00 AM	11:30 AM					
11:30 AM	12:00 PM					
12:00 PM	12:30 PM					

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#1 Awareness

Other Awareness Skills

- Find your peak performance time.
- Treat time like it is money.
- Time it.
- Evaluate how realistically you assess time.
- Take a 'future time perspective'.
- Avoid the 'sunk cost fallacy'.





#2 Focus, Prioritize & Planning (Arrangement)

Designing and organising your goals, plans, schedules, and tasks to effectively use time.



Focus and Prioritize – The Eisenhower Matrix



SMART GOALS

#2 Prioritize



Specific

What exactly needs to be done?

Measurable

How will you track progress?

Achievable

Is it realistic? Can it be done within the timeframe?

Relevant

How does it fit with the overall plan or the bigger goal?

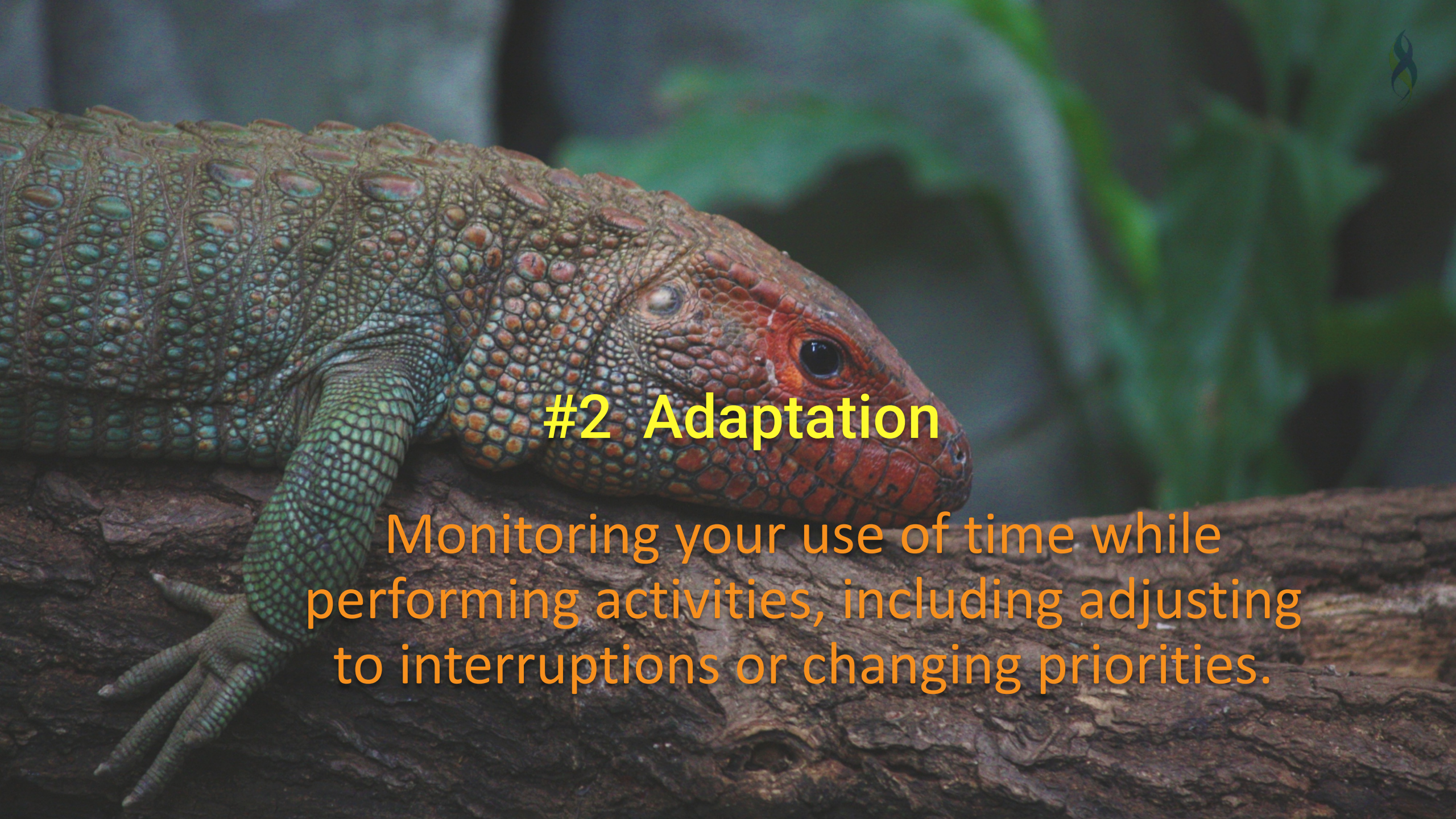
Timely

When does it need to be done?



Other Arrangement Skills

- Plan your day and your week.
- Limit your focus.
- Schedule protected time.
- Make a to-do list.
- Try half-sized goals.
- Work in blocks of time.



#2 Adaptation

Monitoring your use of time while performing activities, including adjusting to interruptions or changing priorities.



HOW DO YOU BUILD ADAPTATION SKILLS

Tested and developed under **high pressure** or even during a crisis — the challenge is **handling such situations without getting upset, anxious, or distracted.**



WHAT ARE ADAPTATION SKILLS?

- Reflection/re-evaluating.
- Reduce underestimation errors.
- Habit-stacking.
- Alternative or Contingency planning.
- Work WITH your calendar and reminders.
- Experiment with time-tracker hacks or checklist apps.



Pomodoro Technique

1. Set a timer for 25 minutes and work on your project, doing nothing else for those 25 minutes.
2. When the timer goes off, take a 5 minute break and do something not work-related.
3. When that 5 minutes is up, start with another 25 minutes.
4. After doing four sessions in a row, take a 30-minute break.
5. Then start another four sessions of focused work in a row.



Summary



Key Takeaways to save 2.5 hours daily

1. Awareness – where goes your time?
2. Arrangement – learn to focus, prioritise & plan
3. Adaptation – learn to monitor the use of time and adjust accordingly.



COACHING AND MENTORING PROGRAMS

Coaching and training programmes:

- Mentorship programme
- Performance Coaching
- Group/Team Coaching

Time management

Negotiation skills

Emotional Intelligence

Confident Leadership

Analytical Skills

Sales & Marketing Leadership

Team Coaching

