

Reaching Beyond THE EDGE

Monthly Career News & Advice from Dennis Partners

January 2015

15 TIME WASTERS
Successful People
AVOID

YOU HAVE:
24 hours/day
1,440 minutes/day
86,400 seconds/day

Time it's the only thing we all have in common, yet it's how we choose to spend it that defines and differentiates us as individuals. Time can only be invested, leveraged, or WASTED. Here are 15 things to avoid to maximize your day.

1. NOT LISTENING

Failing to listen to dissenting opinions, new ideas, or sound counsel slows your learning and allows others to leave you in the dust.

2. NOT FINISHING

The easiest way to measure how effective someone is with their time is to measure what they actually get done. Great people are always great finishers.

3. WORKING LATE

Working consistently long hours numbs your mind, hurts your relationships, and stifles your creativity. It simply means you don't understand how to use your time well.

4. LACK OF FOCUS

A lack of focus and shifting priorities will create unnecessary chaos in the life of any person looking for success.

5. BAD PLANNING

Few things adversely impact productivity like a lack of planning. Putting time into planning negates the need to waste time making adjustments down the road.

Quick Facts: TOP TIME WASTING INDUSTRIES (Time Wasted per Day)

INSURANCE	PUBLIC SECTOR	R&D	EDUCATION	SOFTWARE & INTERNET
2.5 HOURS	2.4 HOURS	2.3 HOURS	2.2 HOURS	2.2 HOURS

6. TECHNOLOGY INTERRUPTIONS

People who allow technology to control them as opposed to controlling the technology have an addiction that needs a cure. Technology should be an asset, not a distraction.

7. INITIATIVE OVERLOAD

Biting off more than you can chew is a sure way to over-complicate things in a completely unproductive fashion.

8. DROP-IN-VISITS

It's one thing to have an open door policy, it's quite another to let unscheduled interruptions derail your focus. If you don't respect your time, neither will anyone else.

9. BAD DELEGATION

Leaders view delegation as proper alignment of resourcing such that the best talent is matched with the greatest opportunities or the biggest challenges – nothing more, nothing less.

10. POOR ORGANIZATION

There is no excuse in today's world for any leader to have a lack of organizational skills. If you're not organized, stop making excuses and get the help you need to solve the problem.

Quick Facts: TOP SALARY WASTING STATES (dollars wasted per year)

MISSOURI	INDIANA	KENTUCKY
\$28.1 BILLION	\$25.1 BILLION	\$15.4 BILLION

11. PROCRASTINATION

Real leaders don't avoid big issues, they hit them head-on. A proactive approach is almost always a better position to be in than finding yourself in a reactionary defensive posture.

12. IMPROPER USE OF "YES" & "NO"

Using yes or no improperly simply because it's the easy thing to do is not good leadership. Real leaders understand that questions deserve more than an answer – they deserve the correct answer.

13. UNPRODUCTIVE MEETINGS

Don't waste time by allowing yourself or others to be sequestered for hours of nonsense so that people who like to hear themselves speak are appeased.

14. NOT LEARNING

If you don't continue to grow and develop how can you expect to make the most out of your time? Great leaders are always ahead of the curve by knowing in what and with whom they invest their time.

15. NOT ENGAGING

You cannot leverage time in a vacuum. If you don't spend time in collaboration and dialog with others you will miss significant opportunities to leverage time.

Time can either be your best friend or your worst nightmare. Leaders that understand how to use time to their advantage accomplish great things, and those who allow time to slip through their fingers don't.

I must govern the clock, not be governed by it.
- Golda Meir

Sources: N2Growth Blog
Sources: Davidson Sourcing
A Project By: **N2GROWTH**



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About Our Office

Our firm specializes exclusively in the placement of Regulatory Affairs professionals from mid-level management to vice-president level.

We focus on the following Regulatory areas:

- Advertising/Promotion
- CMC
- Global/International/Worldwide
- Labeling
- Operations
- Submissions Management
- General

Therapeutic expertise in:

- CNS
- Oncology
- Pain
- Inflammation
- Autoimmune
- Cardiovascular
- Blood Disorders

Our goal at Dennis Partners is to become your premier Regulatory Affairs recruiting specialists.

News From Our Website

> **Time Wasters**

Take Our [Time-Wasters Quiz!](#)

Understand what Time-Wasters may be affecting your daily work schedule.

Other Articles of Interest

The Complete Guide to Structuring Your Ideal Work Day

[@rachelfeltman](#) discusses how to optimize your work day while increasing productivity and happiness!

- When you first wake up
- Before leaving for work
- Get creative on your commute
- Settle down and drink
- From 9am until lunchtime, get your toughest work done
- Take a real lunch break if you can
- Afternoon coffee and email interlude
- Brush your teeth at 2:30
- As your attention wanes, think deep thoughts
- Consider an evening workout

Read the [full article](#) to learn more.

The 5 Zeros You Should Achieve Every Day to Give You Peace of Mind

"...When you reach these zeros, you know that you are on top of your commitments, no idea or task gets forgotten, and no important e-mail is left unanswered.

A brief rundown of these five zeros is as follows:

1. **Task List 0:** Creating an effective list of your tasks that you actually accomplish every day (or at least make progress on)
2. **Inbox 0:** Processing your e-mails and making the inbox empty
3. **Tab 0:** Processing all open tabs to zero
4. **Input 0:** Processing all your notes so that every idea, thought or task is handled and scheduled properly
5. **Work desk 0:** Cleaning your desk after you have stopped working

Now that you know what those 5 Zeroes are, let's go through the system and how to process them on a daily basis..." [Continue reading](#)

Current Opportunities

- > Manager Regulatory Affairs
- > Director Regulatory Affairs CMC
- > Director/Sr Director Regulatory Affairs Pharma
- > Associate Director/Director Regulatory CMC
- > Associate Director Regulatory Labeling
- > Director/Senior Director Regulatory CMC
- > Associate Director/Director Regulatory Advertising & Promotions