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Tip of the Week: Where does your time go?

Katherine Trezise, owner of **Absolutely Organized** (www.absolutely-organized.com) helps small-business owners who are having problems managing all the different roles small businesses have to fill.

Very often, she says, they started their business so they can do what they love to do, and they don't realize the time they will have to spend on administrative aspects of the business.

She says it's very important to know when to make the changes that will help your business run efficiently – so you aren't working all of the time and so when you are working, most of your time is spent doing what you love.

Time blocking is her method of choice to make this decision. Using a calendar, plan a week at a time. Shade in blocks of time for work with clients, work on administrative duties and time for yourself. Use a different color for each. Ask yourself if you're spending too much time in one area.

"It may give them a clue for when they should bring in outside support," Trezise says.

She stresses that home-based business owners should not mix home and work. "You should never go to work in your pajamas."