



# THE CORNERSTONE EAGLE

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CORNERSTONE  
INTERNATIONAL  
GROUP



**'Time is Money' rings true through the ages.**

Time is indeed a very precious commodity. One cannot borrow time from another person. Likewise one could not lend time to someone else. One could not save time and put it into a savings account in the bank for later use. Time once gone we will never get back – like a small pebble thrown into the ocean. Time never repeats itself, nor can it stand still when the seconds and minutes keep ticking away.

Time waits for no-one. Perhaps it has been taken for granted in one's younger years, in that it slips away far too quickly and when the Golden Age with one's silver crown appears, they often take one by surprise!

**Good Time Management especially at work can remove a lot of the anxiety one carries from day-to-day. To have a more stress-free life, let us take a look at what Time Management is all about. **More Later...****

Cornerstone International Group's vision is to be the best Global Talent Consultancy Group worldwide, and our mission is to accelerate the success of our clients by providing top-quality consulting services in the field of executive search, coaching, talent & workforce management solutions that are faster, better and at a value that serves our clients locally and globally. The Cornerstone Eagle newsletter is not a sales letter to promote activities of our 60 offices globally, but a tool to inspire you to maximize your personal and professional potential to be a Better Leader and a Better Person both at home and at business.

**We shall be your Faithful Companion / Coach / Mentor on your life and career journey, supporting you to discover yourself and offering good advice for 'Healthier Business and Life'.**

Best Wishes,

**Simon Wan**

Chief Executive

**Cornerstone International Group**

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## TIME MANAGEMENT

**How well do you manage your time?** If you are like many people, your answer may not be completely positive! Perhaps you feel overloaded, and you often have to work late to hit your deadlines. Or maybe your days seem to go from one crisis to another, and this is stressful and demoralizing.

**When we manage our time well, we are exceptionally productive at work, and our stress level drops. We can devote time to the more interesting, higher-reward projects that can make a real difference to a career.** However it can be difficult to identify the mistakes that we're making in managing our time, and to know how we could improve.



**How to Get More Done in Less Time.** Most people want to be more productive. But the trick is to learn how to get more done in less time, without sacrificing quality. **Here are 7 useful tips.**

### 1. Set up your **WORKSPACE** with comfortable desk and chair:



Start by making sure that your desk and chair are comfortable. Your workstation should be well lit, and heated or cooled appropriately. You spend all day here, so it should be somewhere you enjoy being.

**Also reduce background noise: distractions negatively affect productivity. Shut your office door or wear headphones to get some peace and quiet.**

### 2. List your tasks in terms of importance

Before making your list, write down categories in terms of importance. For example, tasks labeled "urgent" must be done today. Tasks labeled "important, but not urgent" are important to do, but can wait. Tasks with labels like "low-priority" can be put off if necessary.

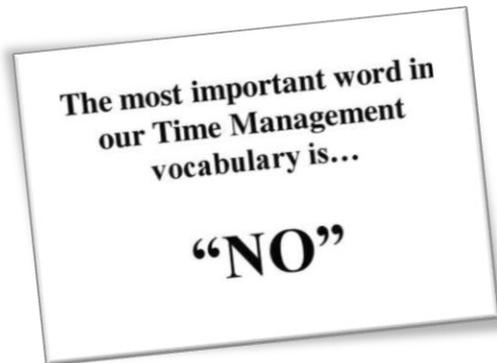
### 3. Schedule Tasks to Match Your Energy Flow

Think about how your energy levels go up and down throughout the day. **All of us have certain times when we're more engaged, just as there are periods when our energy naturally falls, making it more difficult to stay on task.**

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You'll get more done in less time, and produce higher-quality work, by organizing your work around these natural ebbs and flows. Schedule in difficult tasks, or those that require a lot of focus, when your energy level is up. If it's practical, take a walk/meditation/nap during your lunch break, which fights fatigue and improves your memory.

#### 4. Eliminate Unimportant Work



**Not all tasks are created equal.** Some are valuable and truly worth your time, while others are unimportant and, in the long run, add little – if any – value to you and your organization.

Start by keeping a To-do-list or an Activity-Log to sort through them and decide which ones are worth your effort. If you identify tasks that aren't a priority but still need doing, you could think about delegating them to someone else.

#### 5. Leverage Time-Management Strategies

Consider using time-management strategies to try to get more done in less time. **Start by managing your email in your work and setting filter to scan incoming emails.** When you're in a state of flow, you operate at maximum capacity and feel a greater sense of well-being about what you do.

Also, some people work faster when they know that they're accountable to someone else. You can use this to your advantage by asking another team member to set a deadline for you. For example, if you know your boss or a colleague expects you to finish a task in 30 minutes, you're more likely to get it done in that time because you don't want to disappoint them.

#### 6. Have Efficient Meetings

**Meetings are a large part of our working week.**

**Invest time in writing an agenda so you will have more effective meetings and make sure that your objectives are clear and relevant. Next, think carefully about who should attend. The fewer the people attending the meeting, the more efficient it's likely to be.**

When scheduling the meeting, give yourself half as much time as you think you'll need. If you believe that you need an hour, allow 30 minutes.



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#### 7. Stick to a Sleep Schedule.

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If you want to manage your time, a solid sleep schedule is vital. A good sleep schedule ensures you'll wake up early in the morning and be ready for the day. **To maintain a sleep schedule, go to bed and wake up at roughly the same time each day, even on the weekends.** Your body will adapt to your sleep/wake cycle, and you'll begin to feel tired at your bedtime and energetic in the mornings

## Food for Thought ... The Rhythm of Life from the Bible

Ecclesiastes 3:1 - 3:8

To everything there is a season, and a time to every purpose under the heaven:

A time to be born, and a time to die; a time to plant,  
and a time to pluck up that which is planted;  
A time to kill, and a time to heal; a time to break down,  
and a time to build up;  
A time to weep, and a time to laugh; a time to mourn,  
and a time to dance;

A time to cast away stones, and a time to gather stones together; a time to embrace, and a time to refrain from embracing;  
A time to get, and a time to lose; a time to keep, and a time to cast away;  
A time to rend, and a time to sew; a time to keep silence, and a time to speak;  
A time to love, and a time to hate; a time of war, and a time of peace.

*Our Editor, Kuang Fu at [kuang-fu@cornerstone-group.com](mailto:kuang-fu@cornerstone-group.com) would love to hear from you if you have special thoughts to share.*

### About Cornerstone International Group

**Cornerstone International Group** is a Global Talent Consultancy Group founded in 1989 with some 60 offices worldwide and headquarters in Shanghai, China and Atlanta, USA. Our **mission** is to accelerate the success of our clients by providing top-quality consulting services in the field of talent recruitment and coaching solutions that are **faster, better and at a value** that serves our clients locally and globally. We provide a proven approach to Executive Search, Executive Coaching and Board Solutions in China, Asia and across Europe and Americas. A global member of the Association of Executive Search and Leadership Consultants (AESC), **Cornerstone** is recognized as having the highest level of quality in the industry. Cornerstone is also named by Forbes as one of the Best Management Consulting Firms in Executive Search in 2016, 2017 & 2018, 2019 and ranked by Hunt Scanlon as top Global 25 groups in 2018 & 2019.

