



Work Smart in the Time You Have



bingham
CONSULTING

We help staffing firms grow.

***“IF ONE CANNOT INCREASE THE
SUPPLY OF A RESOURCE, ONE
MUST INCREASE ITS YIELD.”***

Peter Drucker

**WHO OR WHAT
IS YOUR BIGGEST TIME
THIEF?**

STARTLING STATS

- The average person spends 2 hours a day playing on their phone, with 60 quick pick-ups
- We check our phones every 45 seconds
- We check our email 74 X per day
- We switch tasks 566 X per day
- We are on track to spend 2 years of our lives on JUST Facebook

Source: TED Talk, "How Boredom Leads to Your Most Brilliant Ideas"

MULTI-TASKING IS A MYTH

Neuroscience: Your brain is either fully
focused or not focused.

TIME MANAGEMENT:



SPENDING THE
APPROPRIATE
AMOUNT OF TIME
ON THE RIGHT
THINGS AT THE
BEST TIME.

TASKS

NOT

TIME



Recruiting

Training

Ringing Phones

Social Networking

Planning

Email

Quality Control Visits

Applicants

Cold Calls

Selling

Emergencies

Job Orders

Interviewing

System
Documentation

Servicing

Meetings

Client Issues

Administration

E-Marketing

Scheduling



bingham
CONSULTING
PROFESSIONALS

THE 5 DISCIPLINES OF STAFFING

Recruiting

Interviewing
Sourcing
Candidate Pipelining

Servicing

Submittals
Arranging Interviews
Interview Prep & Debrief
Reference Checking

Selling

Prospecting: Phone/E-Marketing
Appointment-Setting
Conducting Meetings

Administration

Email
Documentation & Reports
Conference Calls & Meetings
Training

Planning

Scheduling/Calendar
Prioritizing Job Orders
Prospect Research
Sales Call Prep

A SUCCESSFUL WEEK FOR A RECRUITER

	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday
8 am	Recruiting Interviewing, Sourcing	Recruiting Interviewing, Sourcing	Recruiting Interviewing, Sourcing	Recruiting Interviewing, Sourcing	Recruiting Interviewing, Sourcing
9 ⁰⁰	Selling (Candidate-Directed) Candidate Contact - 25 Calls Direct Recruiting	Administration Weekly Staff Meeting	Selling (Buyer-Directed) POWER HOUR	Selling (Candidate-Directed) Candidate Contact - 25 Calls Direct Recruiting	Selling (Candidate-Directed) Candidate Contact - 25 Calls Direct Recruiting
10 ⁰⁰					
11 ⁰⁰	Recruiting Interviewing, Sourcing, LUNCH	Recruiting Interviewing, Sourcing, LUNCH	Recruiting Interviewing, Sourcing, LUNCH	Recruiting Interviewing, Sourcing, LUNCH	Recruiting Interviewing, Sourcing, LUNCH
12 pm					
1 ⁰⁰					
2 ⁰⁰	Servicing Arranging Interviews, Debriefing, Testing, Reference Checking	Servicing Arranging Interviews, Debriefing, Testing, Reference Checking	Servicing Arranging Interviews, Debriefing, Testing, Reference Checking	Servicing Arranging Interviews, Debriefing, Testing, Reference Checking	Servicing Arranging Interviews, Debriefing, Testing, Reference Checking
3 ⁰⁰					
4 ⁰⁰	Administration Documentation, Conference Calls, Reports	Administration Documentation, Conference Calls, Reports	Administration Documentation, Conference Calls, Reports	Administration Documentation, Conference Calls, Reports	Administration Documentation, Conference Calls, Reports
5 ⁰⁰	Planning; Schedule, Client Visit Pre	Planning; Schedule, Client Visit Pre	Planning; Schedule, Client Visit Pre	Planning; Schedule, Client Visit Pre	Planning; Schedule, Client Visit Pre

A SUCCESSFUL WEEK FOR A BDM/AM

	14 Monday	15 Tuesday	16 Wednesday	17 Thursday	18 Friday
7:00					
8:00	Planning; Recruiter upds, rese	Planning; Recruiter upds, rese	Planning; Recruiter upds, rese	Planning; Recruiter upds, rese	Planning; Recruiter upds, rese
9:00	Selling Cold Calls, Appointment-Setting, Client Meetings	Administration Team Meeting	Selling POWER HOUR with team 9-10, then client meetings	Selling Cold Calls, Appointment-Setting, Client Meetings	Selling Cold Calls, Appointment-Setting, Client Meetings
10:00					
11:00					
12 pm					
1:00					
2:00					
3:00					
4:00	Administration System documentation, reports	Administration System documentation, reports	Administration System documentation, reports	Administration System documentation, reports	Planning next week Confirm meetings, research & prep
5:00					

10 WAYS TO WORK SMART

1. ESTABLISH YOUR CURRENT BENCHMARK

Time Study

Track how you're spending your time for a week in 30-minute blocks

Figure out where you're wasting time

#1 Thief: Multi-tasking!

2. HAVE A PLAN

Know your numbers

Annually, quarterly, monthly

\$GP goal by quarter, month, week

How will it be achieved?

Average spread X # FTEs I need billing...

Planning Enablers

Account Plans
Calendar
ATS / CRM
Organizational
Apps
To-Do List

3. KNOW WHEN YOU “PEAK AND PUTTER”

An individual thing...

Day of the week

The hours of the day / consider Airplane Mode during this block of time

When you start to fade (and strategies for when you start to putter and you can't!)

Where are you wasting time??

Take recovery breaks without guilt

4. PRIORITIZE JOB ORDERS

How often should we re-evaluate our job orders??

Points	Client Rating	Ease of Fill	Temp Rate / Perm Fee	Quality	Close to the Money	Rank
2	Repeat client	Sweet spot	65% / 15K+	Highly Engaged / Exclusive	Close	7-10 – Hot / Top priority
1	Hot first time client	We could do it	56-64% / 10-15K	1 other agency	Making progress	4-6 – Strong potential
0	Marginal / unsure	Needle in haystack	<55% / <10K	Multiple agencies	Stalled or Just getting started	<3 – Spend time elsewhere

5. INTERVIEW FEWER CANDIDATES FACE-TO-FACE

The problem with posting jobs

Ask yourself, what percentage of the people I bring in do we actually place?

If you don't have something for them *now*, should you move beyond a phone screen *now*?

6. BECOME A SPRINTER

Take the HIIT approach to your work

Run hard on a task, then disengage, recover, sprint again

Be selfish about who takes your time...every minute counts

Let's talk email

Folders

Junk

7. WORK CLEAN

Clean desktop: what earns space there?

Let's talk email

- Touch it once and:

- React now

- Schedule for later

- Delegate

- Discard/ignore

- Right click/junk/block sender...it's OK!

“Social” selectivity!

8. THINK SMALL

What can you do in five minutes?

Schedule everything in your e-calendar

Your phone has an alarm! 😊

When you're done, you're done...even if you're not done!

9. TAKE AN END OF THE DAY ASSESSMENT

	URGENT	NOT URGENT
IMPORTANT	<ul style="list-style-type: none">• Closes• Candidate Preps• Client debriefs• References pending offer• ROI calls	<ul style="list-style-type: none">• New marketing calls• Touch Plan calls• Planning for an effective day• Client development calls• Candidate development calls
NOT IMPORTANT	<ul style="list-style-type: none">• Incoming phone calls• Spending time with “C” candidates• Family calls – non-emergencies• Someone lost a job	<ul style="list-style-type: none">• Incoming phone calls• Spending time with “C” candidates• Family calls – non-emergencies• Someone lost a job

10. TAKE CARE OF THYSELF

Get up and move every 90 minutes

Eat something every 2-3 hours

Get up 15 minutes early for quiet planning time

Go to bed 30 minutes earlier

Stay off Facebook!!!!



**WHAT WILL YOU DO
DIFFERENTLY TODAY?**



bingham
CONSULTING

We help staffing firms grow.



MILLENNIAL
MENTORS
PROGRAM

#WEMAKEGREATLEADERS

abingham@binghamcp.com
407.292.6280

binghamcp.com

millennialmentorsgroup.com

The materials herein may be reproduced for use by the end user. They may not be duplicated or distributed beyond user's use without written permission.
Copyright 2018 Bingham Consulting. All rights reserved.