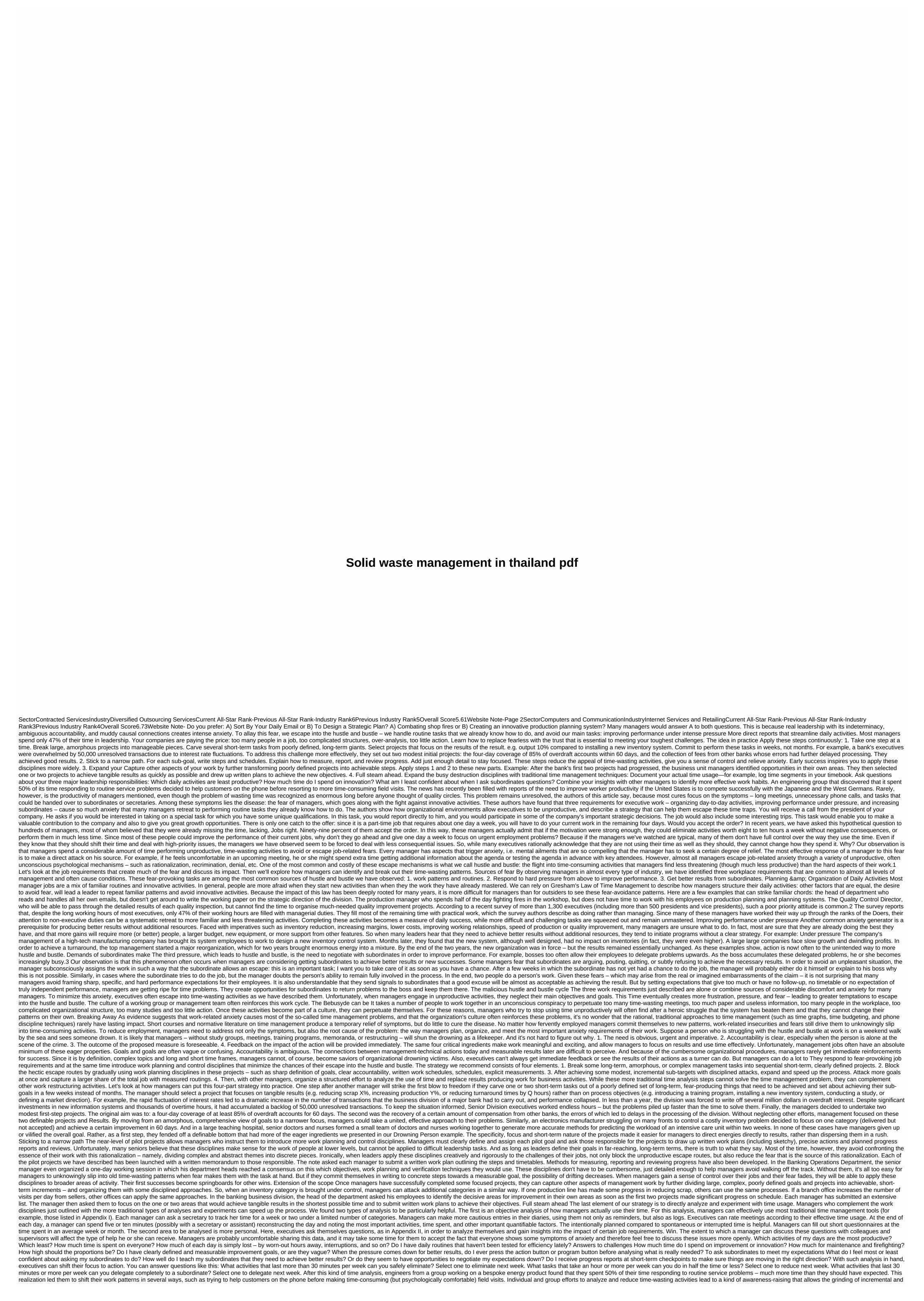
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facilitates the recording of time with appropriate management disciplines. Executives can, of course, complement these disciplines with administrative procedures such as simplifying forms, focusing and shortening meetings, streamlining communication, and reducing organizational levels. With diligence, managers can create a continuous process that is integrated into leadership positions and when it ages. But as long as people are devastated, jobs will have requirements that create fear and thus lead to time-wasting activities. Therefore, the strategy we have described here must be applied continuously. Then the old familiar business cycle can be reversed: success can build trust, which in turn can lead to large payouts in management productivity. 1. For more comprehensive treatment of management Effectiveness, Business Horizons, April 1971; and see Harry Levinson's HBR article What Killed Bob Lyons?, last published in March to April 1981, p. 144. 2. Phillip Marvin, Executive Time Management: An AMA Survey Report (New York: AMACOM, 1980). 3. For an insightful and amusing discussion about this phenomenon, see William Oncken, Jr. and Donald L. Wass, Management Time: Who's Got the Monkey? HBR November-December 1974, p. 75. A version of this article appeared in the May 1982 issue of Harvard Business Review. Review.

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