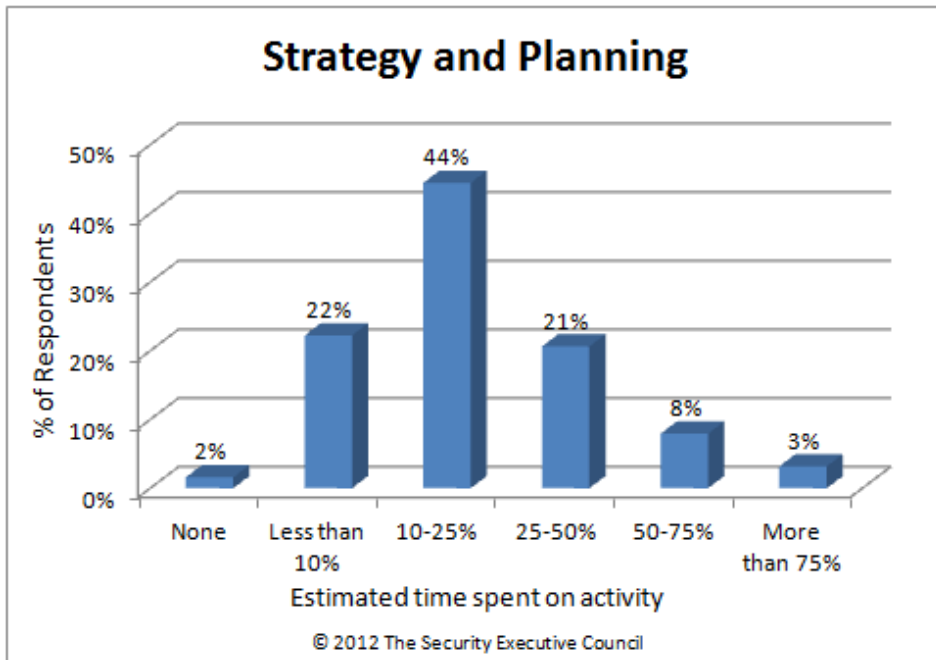Security Program Strategy & Operations > Strategic Planning/ Management >
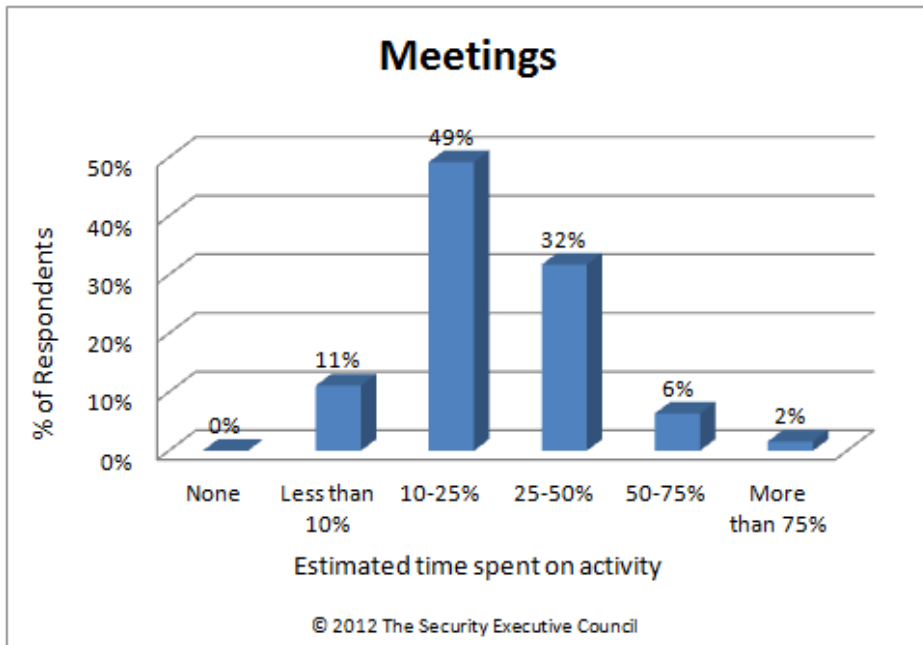
Where Does All the Time Go?

Created by the Security Executive Council

It often seems as if our time is limited by things beyond our control. However, we urge you to consider performing a detailed self-analysis of where you are spending your time. Is it really on the high priority, high return issues? Can some tasks be delegated to others? Is this a learning opportunity for your staff?
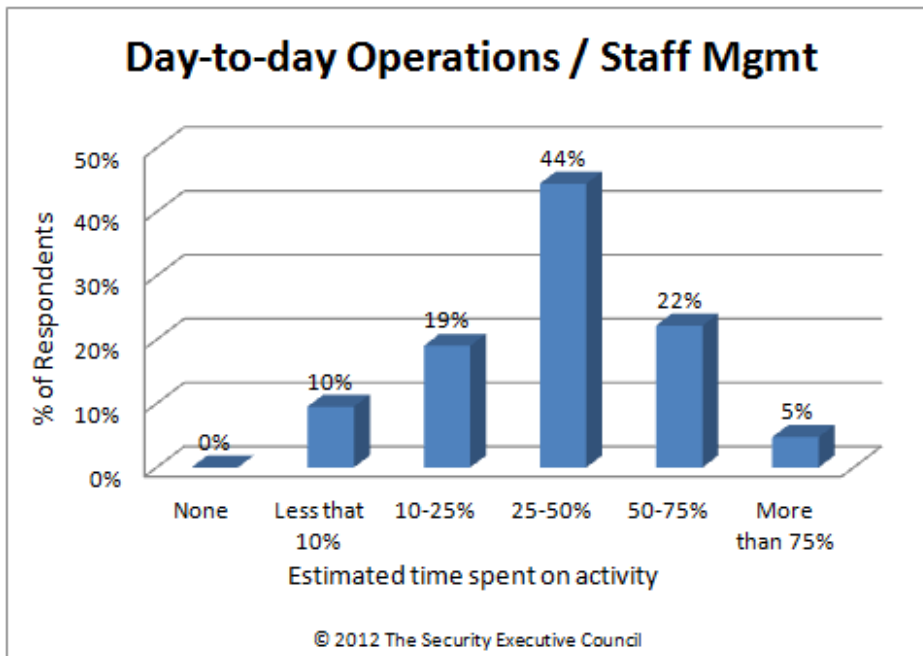
In this Security Barometer we are investigating where security and risk management practitioners are spending their time. How do the results shown below compare to your own time management practice?

Strategy and Planning

Chart: % of Respondents vs. Estimated time spent on activity

- None: 2%
- Less than 10%: 22%
- 10-25%: 44%
- 25-50%: 21%
- 50-75%: 8%
- More than 75%: 3%

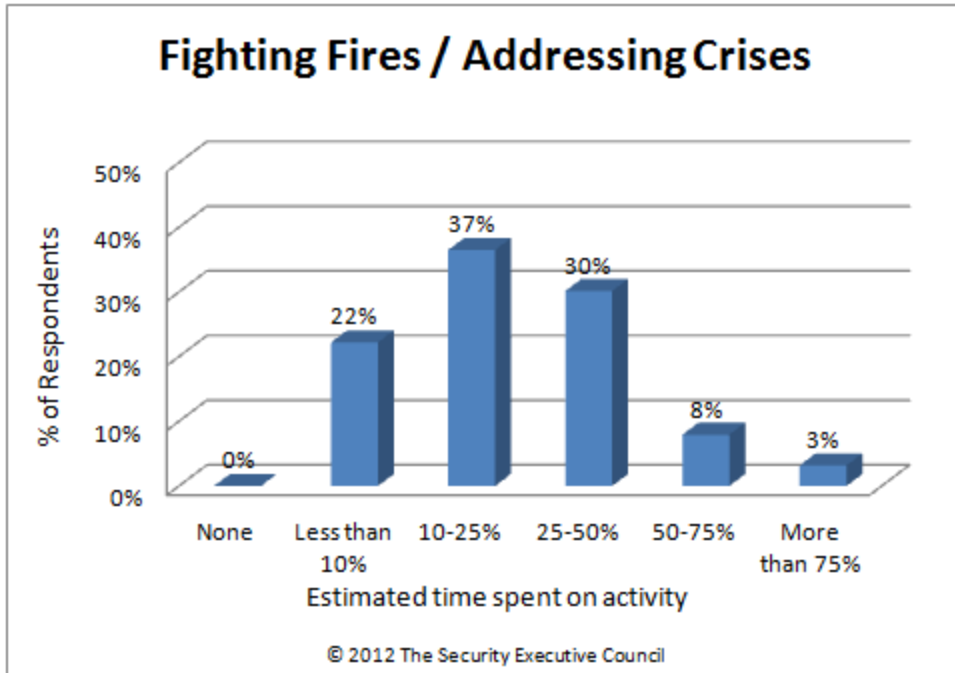© 2012 The Security Executive Council

Time spent defining strategy or planning activities is generally thought to be important. The key is to identifying ways to perform this activity in a valuable and cost-effective manner.

Meetings

% of Respondents (y-axis)

- None: 0%
- Less than 10%: 11%
- 10-25%: 49%
- 25-50%: 32%
- 50-75%: 6%
- More than 75%: 2%

Estimated time spent on activity

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Meetings get a bad rap, sometimes deservedly so. Make sure the meetings you attend have a well-defined purpose/goal.

Day-to-day Operations / Staff Mgmt

% of Respondents (y-axis)

- None: 0%
- Less that 10%: 10%
- 10-25%: 19%
- 25-50%: 44%
- 50-75%: 22%
- More than 75%: 5%

Estimated time spent on activity

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Evaluate the tasks that make up the bulk of your day-to-day activities. Look for opportunities to make the task more efficient or delegate to others.

Fighting Fires / Addressing Crises

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It is interesting to note that on average most practitioners seem to spend about as much time fighting fires as they do in planning activities presumably undertaken to address future crises. When debriefing, identify ways to mitigate future occurrences of the crisis.

Finding Time

Marleah Blades in the article, "Finding Time" in the April 2012 issue of Security Magazine, offers some expert advice on ways to save time.

One of the time savers covered in the article is the wise use of existing open-source materials. A representative list of websites that provide downloadable policy template, assessments, standards and guidelines relating to topics of interest to security and risk management professionals is available here.

Visit the Security Executive Council website for other resources in the Security Program Strategy & Operations: Strategic Planning/Management series.

About the Security Executive Council

The SEC is the leading research and advisory firm focused on corporate security risk mitigation solutions. Having worked with hundreds of companies and organizations we have witnessed the proven practices that produce the most positive transformation. Our subject matter experts have deep expertise in all aspects of security risk mitigation strategy; they collaborate with security leaders to transform security programs into more capable and valued centers of excellence. Watch our 3-minute video to learn more.

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