

Time Management for Farmers

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Land



Capital



Management



Labor

Question for You

Rate your own time management skills as a supervisor?

- A. I really need to improve
- B. I'm about average
- C. I'm above average, but still trying to improve
- D. I'm a superstar

Do first

①

Urgent and important

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Schedule

②

Less urgent, but important

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Delegate

③

Urgent, but less important

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Don't do

④

Neither urgent nor important

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>

Daily Routine

- Plan your day first
- 5 min to complete
- Fold & put in pocket
- Check it twice before end of the day

Four Time Management Techniques

- Get comfortable saying no
- Discipline your calendar
- Delegate
- Plan your work/
Work your plan



Keys that Work for Most Managers

- Start your day early
- Set priorities for the day, revisit list during day
- One task at a time
- Delegate
- 80/20 Rule (20% of your actions drive 80% of results)
- Give yourself permission for a “margin to manage” in time budget
- Practice saying “No” more often than you feel comfortable until it becomes a habit

Pitfalls of First Time People Managers

- Not focusing on the “Big Picture”
- Not getting to know employees
- Content to make it run “smooth” not “better”
- Making promises you struggle to keep

Time management is about who benefits from your Farm



22222		a Employee's social security number	OMB No. 1545-0008	
b Employer identification number (EIN)		1 Wages, tips, other compensation		2 Federal income tax withheld
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld	
		5 Medicare wages and tips	6 Medicare tax withheld	
		7 Social security tips	8 Allocated tips	
d Control number		9 Verification code		10 Dependent care benefits
e Employee's first name and initial		Last name	11 Nonqualified plans	
			12a	
			12b	
			12c	
			12d	
f Employee's address and ZIP code				
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.
				19 Local income tax
				20 Locality name

SCHEDULE F (Form 1040) Profit or Loss From Farming OMB No. 1545-0074
2017 Attachment Sequence No. 14

Department of the Treasury Internal Revenue Service (99) Attach to Form 1040, Form 1040NR, Form 1041, Form 1065, or Form 1065-B. Go to www.irs.gov/ScheduleF for instructions and the latest information.

Name of proprietor: Missouri Farms LLC Social security number (SSN):

A Principal crop or activity: Crop & Livestock Production B Enter code from Part IV: C Accounting method: Cash Accrual D Employer ID number (EIN):

E Did you "materially participate" in the operation of this business during 2017? If "No," see instructions for limit on passive losses Yes No
F Did you make any payments in 2017 that would require you to file Form(s) 1099 (see instructions)? Yes No
G If "Yes," did you or will you file required Forms 1099? Yes No

Part I Farm Income—Cash Method. Complete Parts I and II (Accrual method. Complete Parts II and III, and Part I, line 9.)

1a Sales of livestock and other resale items (see instructions)	1a		
b Cost or other basis of livestock or other items reported on line 1a	1b		
c Subtract line 1b from line 1a		1c	
2 Sales of livestock, produce, grains, and other products you raised		2	
3a Cooperative distributions (Form(s) 1099-PATR)	3a	3b Taxable amount	3b
4a Agricultural program payments (see instructions)	4a	4b Taxable amount	4b
5a Commodity Credit Corporation (CCC) loans reported under election		5a	
b CCC loans forfeited	5b	5c Taxable amount	5c
6 Crop insurance proceeds and federal crop disaster payments (see instructions)			
a Amount received in 2017	6a	6b Taxable amount	6b
c If election to defer to 2018 is attached, check here <input type="checkbox"/>		6d Amount deferred from 2016	6d
7 Custom hire (machine work) income		7	
8 Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)		8	
9 Gross income. Add amounts in the right column (lines 1c, 2, 3b, 4b, 5a, 5c, 6b, 6d, 7, and 8). If you use the accrual method, enter the amount from Part III, line 50. See instructions		9	

Part II Farm Expenses—Cash and Accrual Method. Do not include personal or living expenses. See instructions.

10 Car and truck expenses (see instructions). Also attach Form 4562	10	23 Pension and profit-sharing plans	23
11 Chemicals	11	24 Rent or lease (see instructions):	
12 Conservation expenses (see instructions)	12	a Vehicles, machinery, equipment	24a
13 Custom hire (machine work)	13	b Other (land, animals, etc.)	24b
14 Depreciation and section 179 expense (see instructions)	14	25 Repairs and maintenance	25
15 Employee benefit programs other than on line 23	15	26 Seeds and plants	26
16 Feed	16	27 Storage and warehousing	27
17 Fertilizers and lime	17	28 Supplies	28
18 Freight and trucking	18	29 Taxes	29
19 Gasoline, fuel, and oil	19	30 Utilities	30
20 Insurance (other than health)	20	31 Veterinary, breeding, and medicine	31
21 Interest:		32 Other expenses (specify):	
a Mortgage (paid to banks, etc.)	21a	a	32a
b Other	21b	b	32b
22 Labor hired (less employment credits)	22	c	32c
		d	32d
		e	32e
		f	32f
33 Total expenses. Add lines 10 through 32f. If line 32f is negative, see instructions			33
34 Net farm profit or (loss). Subtract line 33 from line 9			34

If a profit, stop here and see instructions for where to report. If a loss, complete lines 35 and 36.
35 Did you receive an applicable subsidy in 2017? See instructions Yes No
36 Check the box that describes your investment in this activity and see instructions for where to report your loss.
a All investment is at risk. b Some investment is not at risk.

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