

## **10 Basic Steps of Time Management**

### **Understanding the Basics**

- We all have the same amount of time; it is how we use it!
- YOU need to be efficient and effective with what you do
- Everyone has the potential to save five to ten hours per week
- Benefit by Planning, Reading, Communicating, Relaxing, Thinking

### **Undertake a Personal Assessment**

- Decide if YOU really want to change or improve yourself
- Undertake a S.W.O.T – Strengths / Weaknesses / Opportunities / Threats
- Develop goals and objectives
- Know your energy cycle - schedule your task to suit

### **Analyse your Day, Week, Month, Year**

- Keep a time sheet, group your time spent under headings
- Understand what causes your time wasting problems
- Who is the best person to do what task
- Decide what to do and what NOT to do

### **How to become efficient and effective**

- Is the task necessary? Stop doing unnecessary things.
- Who is the best to do it? Delegate the task to someone else
- Is there a better way? Can this task be done faster

### **Planning is the key**

- The how, why, and where you want to be: short, medium, long term
- Design a plan that suits YOU, your style, your family, your work
- Setting Priorities - A, B, C's Must do, Should do, Nice to do
- Have daily and weekly planning work sheets
- Have the right planning tools - diary, pin or white board, calendar
- Rearrange your work area – tidy means I'm in control of my world.

### **Self management - Internal threats**

- Being disorganised is the major cause - clear the clutter around your world
- Learn how to say NO
- Control telephone calls
- Don't procrastinate - do the difficult task first
- Set up your own personal file system - projects, ideas, tasks

### **Managing Others - External threats**

- Control your information overflow - cancel junk mail
- Deal with time - wasters
- Unproductive meetings - Keep yourself and others to the agenda
- Waiting for others - schedule times/places better, make use of the time
- Dealing with the emergency - be prepared

### **Managing Work, Play**

- Answering machines, Voice mail, redial, hands free phones
- Faxes, e-mail, laptops, scanners, organisers etc
- Plan trips and travel carefully - confirm all requirements, use travel time wisely
- Always build in time buffers each day for the unexpected

### **Staying organised**

- It takes discipline to be organised
- Give you peak energy time to you're A rated list
- Handle each piece of paper only once
- Continually ask - is this the best use of my time?
- Develop action plans

### **Pulling it all together - Monitor**

- Spoil yourself occasionally with the time you have saved
- Be innovative - test and trial new ideas
- Follow Up