

Identifying Where the Time Goes

My “tasks” done on time...	My “tasks” done under (self induced) pressure...
Tasks I did that I should have delegated...	Tasks I did that I should have said “no” to...

The key to time management is to focus our efforts on the important tasks to get the job done. Therefore it is essential that we understand exactly what our role is and the role of our team.

We need to plan ahead and make sure that we have got all the things in place to meet our targets. We should ensure that we delegate at the right times and are also able to say “no” when we should.

It's *your* time – make sure *you* make the most of it!