




Managing Your Time

Select six ideas that most appeal to you and set a specific objective based on each idea. When you have achieved the objectives set yourself another six.

	Action	<input checked="" type="checkbox"/> Those to be actioned
1.	Set aside time each day to review and prioritise demands on your time	
2.	Take a small chunk of a difficult task and deal with it straight away	
3.	Think through your day while making your way to work	
4.	Delegate tasks which are not time effective for you to do	
5.	Split your working day into chunks of 30 minutes each	
6.	Review your time log to assess your work efficiency	
7.	Allow for some thinking time in your schedule	
8.	Estimate how long a task will take you and see how accurate you were	
9.	Update your time log	
10.	Calculate the time you take on routine tasks	
11.	Aim to reduce the time you spend on routine tasks	
12.	Calculate the time you spend planning	
13.	Aim to increase the time you spend planning	
14.	Break down long term plans into weekly and daily action plans	
15.	Ask for a second opinion if you cannot prioritise competing tasks	
16.	Identify conflicts of priority between you and your boss	
17.	Find out whether your colleagues' priorities conflict with your own	
18.	Resolve any conflicts with colleagues priorities	
19.	If a lot of time is spent doing "urgent" tasks consider why this is the case	
20.	Alter priorities in line with changes or new information	
21.	Keep discussions short and avoid open ended questions	
22.	Ensure you have some quiet time every day	

23.	Make use of an “interruption free” period	
24.	Time your physical and mental peaks so that you know how long they last	
25.	Keep some energy for home life and leisure activities after work	
26.	Choose a diary that looks good and that you will enjoy using	
27.	Always keep a pen in your diary for noting information and dates	
28.	Use coloured pens to denote tasks of varying importance	
29.	Set realistic deadlines. A deadline is meant to be helpful not a major cause of stress	
30.	Reward yourself when you meet your deadlines	
		
How would you reward yourself...		
31.	Plan your diary no more than one year ahead	
32.	Make sure you do at least one thing every day that you enjoy	
33.	Read a passage by your favourite author last thing at night	
34.	Concentrate on your colleagues and customers positive attributes	
35.	Identify weaknesses and plan how to combat them, one by one	
36.	Keep your desk clear of everything but the current job in hand	
37.	Beware of notes on papers and files they get lost	
38.	Clear up daily, never leave a mess for the morning	
39.	Highlight key points on paperwork to speed up rereading	
40.	Position a clock in your office so it is visible to you and to visitors	
41.	Review your filing system at least every few months	
42.	Discard documents that you no longer need	
43.	File only essential documents that will be referred to in the future	
44.	Do not sit down if you are followed into your office/work area	
45.	Consider the layout of your office/work area, does it encourage people to “overstay”?	
46.	Keep chance meetings short by standing	
47.	Copy information only to those who need to know	
48.	Remove your name from circulation lists of publications you don’t read	

49.	Keep only essential reading on your desk	
50.	Assess each piece of information for its relevance to current projects	
51.	Think before you interrupt anyone, their time is as valuable as yours	
52.	Call a meeting only after considering other options	
53.	Do not make assumptions about work colleagues	
54.	Avoid distractions when talking on the phone. Focus on what the caller is saying	
55.	Take a deep relaxing breath before you make a phone call	
56.	When making a phone call have something to hand to work on in case you are kept waiting	
57.	Arrange convenient times to make and receive calls and note the times	
58.	Reroute calls when you want to avoid interruptions	
		
59.	Never delay dealing with any written material it will just mount up	
60.	Underline key phrases in reports you have to read	
61.	Keep essential reference material separate from other documents and papers	
62.	Clear unwanted documents from your computer once a month	
63.	Keep e-mail messages short	
64.	Keep meetings short by listening rather than talking	
65.	Encourage people to express views even if they are contrary to yours	
66.	Attend only the parts of meetings which are relevant to you and encourage others to do the same	
67.	Allocate specific amounts of time to each subject on an agenda	
68.	Consider whether meetings can be combined with others	
69.	Plan journeys carefully	
70.	Remind everyone what was agreed at a meeting in a follow-up memo	
71.	Maintain high expectations and people will live up to them	
72.	Hearing is not the same as listening. Learn to listen	
73.	Persuade others of your case using facts, not emotions	
74.	Take an interest in what others are trying to achieve	
75.	Make sure you define objectives clearly when you delegate a task	

76.	Reserve time for the tasks you alone can do	
77.	Keep a checklist to help monitor the progress of tasks that you have delegated to others	
78.	Set precise and realistic deadlines for tasks that you delegate	
79.	Reward good work generously and chastise appropriately	
80.	Hold meetings in colleagues' offices so you can leave when you need to	
81.	Try not to allow colleagues to distract you with unimportant issues	
82.	Set aside times when your office is open to all	
83.	Try to visit colleagues only when you have more than one issue to discuss	
84.	Be aware of your boss's working patterns and try to adapt to them	
		
85.	Try to take two or three short breaks each year instead of one long one	
86.	Schedule regular time off to pursue your hobbies and leisure interests	
87.	Aim to experience something new every day	
88.	Remember that time is perfectly democratic. Nobody has more or less of it than you do.	