

Time Management: Hints and Tips

We cannot manage time but we can manage ourselves

- ✓ Concentrate on results, not on being busy
- ✓ Be aware of the 80:20 rule – 80% of unfocussed effort generates 20% of results (and conversely, 80% of results may be achieved through 20% effort)
- ✓ Beat procrastination
 - Recognise that you are doing it!
 - Work out why you're procrastinating
 - Get over it – motivate yourself to get moving!
 - Break down larger jobs into smaller manageable tasks
- ✓ Find out how you really spend your time
 - Keep an activity log
 - Track changes in energy, effectiveness and productivity during the day
 - Review and learn from your log
- ✓ Plan your time and activities
 - Plan your time daily/weekly
 - Break significant jobs into a list of tasks in the order they need to be done (an action plan)
- ✓ Be clear about your own personal priorities
 - Consider your lifetime goals
 - Breakdown into areas such as career, finance, relationships, spiritual growth, family, health, hobbies, etc
 - Write goal down in the positive and be specific
- ✓ Tackle the right tasks first
 - Keep focussed on your own personal priorities
 - Use the important/urgent framework
 - Avoid responding quickly to other's requests without considering impact on your time and goals
 - Review constantly and reward yourself by crossing off when completed
- ✓ Be prepared to change - choose to make some small changes that can become habitual