



22 WAYS TO MANAGE TIME MORE SUCCESSFULLY

- Establish what you wish you had time to do
- Decide what are the things you want to avoid doing and delegate
- Find people who have skills different to yours so that you can delegate
- Identify what you are doing out of habit and change it
- People treat us the way we allow them to – what boundaries do you need to establish?
- Decide what is Urgent vs Important every day
 - o High Urgency/High Importance – do these well and give priority
 - o High Urgency/Low Importance – handle these quickly or delegate
 - o Low Urgency/High Importance – wait until they are more urgent
 - o Low Urgency/Low Importance - leave
- Identify critical time lines and schedule them into a diary or chart
- Create reminders so that you don't forget things
- Create an overload funnel – who to delegate to, when to say no
- Learn to be decisive
- Get used to saying 'no' and leaving it at that. Don't apologise, don't make excuses
- Make sure your meetings are effective – plan in advance, communicate well
- Switch off your phone – it's quite liberating
- If you can't bear to switch off the phone, answer the call, but don't action the caller straight away – unless it's urgent AND important
- Consider what to do with transition time – ie. journeys/waiting time/between meetings
- Suggestions for transition time:
 - o Phone calls
 - o Draft letters
 - o Read trades
 - o Make notes on projects
 - o Think
 - o Write to do lists
 - o Exercise
 - o Prepare questions for meetings
 - o Make appointments
 - o Evaluate a previous meeting
 - o Proof read documents
 - o Relax
 - o Check emails
- Change your mindset – believe you will get done all you need to do – and you will
- 80% of your effort equates to 20% of your success – concentrate on the 20% of your efforts that equal 80% of your success
- Reply to correspondence quickly
- Touch each piece of paper no more than 2 times – action it, diarise or bin
- Don't forget 'you' time and 'family' time – make an appointment just like any other activity and don't feel guilty!
- Use technology to keep your email inbox organised - colours/flags/reminders/junk/reading folders