

Tackling Time Management

We have so many demands on our time at the moment that it can be easy to feel swamped and feel like all you do it jump from email to crisis to phone call to...

Time management sounds like a mystical beast - I don't have any time, how can I manage it?!

I would like everyone to take a short time-out from your day, have a beverage of choice, and consider whether a spring-clean of your time management would be beneficial.

I have collated some ideas below that I have gathered from past managers, management theory and the good ol' internet - I hope they will help!

Write everything down

This gets all those niggling 'I must remember to's' out of your head and on-to paper, it's the start of the process of getting things done.



Plan ahead

Think ahead to your coming month/ week/ day and what non-negotiable tasks have to be completed.

Schedule them in your calendar, aiming for completion in advance of the deadline (to give yourself a bit of breathing space if things go off-plan).

Prioritise

Each day look at what tasks need to be completed - use a quick impact/ effort assessment to prioritise them.

Plan to complete the most important (or most challenging) tasks first: Mark Twain allegedly said, "If it's your job to eat a frog, it's best to do it first thing in the morning. And If it's your job to eat two frogs, it's best to eat the biggest one first."

Everything feels easier once you've got the biggest frog out of the way.

	Urgent	Less Urgent
Important	Crises Pressing Problems Deadlines Get these done	Preparation Planning Relationships Leisure Time Bring these forward..
	A	B
Less Important	Interruptions phone calls meetings paperwork Can you delegate any?	Junk mail Time wasters Escape activities Some phone calls Work to eliminate
	C	D



Tackling Time Management

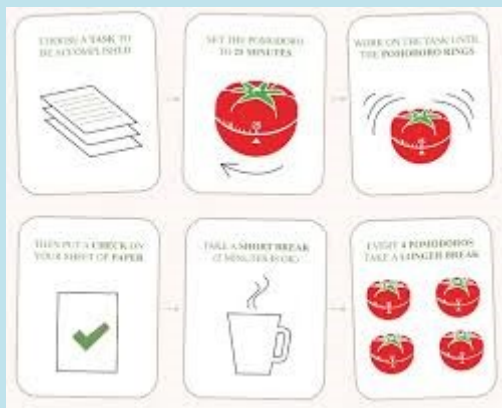
Block time

Break your day into time blocks, allocating time between blocks for breaks.

Block like-activities together (answering emails and phone calls; replying to finance queries; policies reviews; marking books).

Breaks are essential, both physically and mentally – don't skip them.

For example:

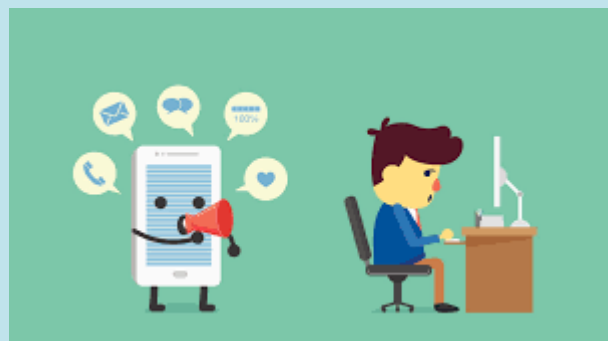


8.00-9.30am	Answer emails, phone calls, plan actions for the day ahead
9.30-12.00pm	Budget planning (5 minute coffee break at 10.30am)
12.00-12.30pm	Lunch
12.30-1.00pm	Premises walk around
1.00-3.00pm	Planning meetings with team members (5 minute coffee break at 2.00pm)
3.00-4.00pm	Reply to emails, voicemails, and plan actions for the next day
4.00pm	Go home!

Be focussed & minimise distractions

Trying to multi-task by answering calls and emails while trying to work on another task can end up with you feeling that nothing's been completed, so consider what you can do to minimise distractions (if your role allows) during your block time:

- Set external phone calls to divert to voicemail. It's only for a few hours and you will be able to check and respond the same day.
- Set an auto-reply on your email and close your inbox for an hour. Those emails will still be there when you re-open it (and if it's urgent someone will probably have rung you already).
- Close your office door or put on headphones with white noise so you aren't distracted by passing conversations.
- Move to a different room to work on tasks where you need to be particularly focussed.



Go home

Whether you are working in an office or at home, have a routine between work time and home time when you allow your brain to switch modes – this could be listening to an audio book as you drive home; having a shower, taking the dog for a walk... Anything that creates a mental break after your work life and re-sets your brain ready for home life.

Tackling Time Management

These are just a few suggestions – they may not work for your preferred working style or your role, but there are plenty of other ideas out there which may suit you better:

Links

<https://www.forbes.com/sites/johnrampton/2018/05/01/manipulate-time-with-these-powerful-20-time-management-tips/?sh=51a249d957ab>

<https://www.businessballs.com/self-management/time-management-tips/>

<https://blog.proofhub.com/time-management-technique-that-will-make-you-productive-2e78ac1e575b>

<https://www.memory.ai/timely-blog/time-management-techniques>

<https://www.learnpick.in/prime/documents/ppts/details/178/time-management>


20 QUICK TIPS FOR BETTER TIME MANAGEMENT

01. Create a daily plan
02. Peg a time limit to each task
03. Use a calendar
04. Use an organizer
05. Know your deadlines
06. Learn to say "NO"
07. Target to be early
08. Time box your activities
09. Have a clock visibly placed before you
10. Set reminders 15 minutes before
11. Focus
12. Block out distractions
13. Track your time spent
14. Don't fuss about unimportant details
15. Prioritize
16. Delegate
17. Batch similar tasks together
18. Eliminate your time wasters
19. Cut off when you need to
20. Leave buffer time in-between

© Lifehack


<http://www.lifehack.org/articles/lifehack/20-quick-tips-for-better-time-management.html>

9 TYPES OF TIME MANAGEMENT TECHNIQUES & TOOLS



Pareto Analysis
aka the 80/20 rule

The 80/20 rule is the idea that **20% of actions are responsible for 80% of outcomes**. It helps you prioritize tasks that will solve problems.




WORKS WELL FOR:

- Problem solvers
- Analytical thinkers

Pomodoro Technique

This technique has you **utilize a timer to break down your work into intervals**. Each interval is known as a Pomodoro.




WORKS WELL FOR:

- Creative thinkers
- Those feeling burnt out

Eisenhower Matrix

This method has you **organize your tasks into 4 quadrants** sorting them by important vs. unimportant & urgent vs. not urgent.




	Urgent	Not Urgent
Important	DO	DECIDE
Not Important	DELEGATE	DELETE

WORKS WELL FOR:

- People with tough decisions
- Critical thinkers

Parkinson's Law

This law is based on the idea that **the amount of time you give yourself to complete a task** is the amount of time it will take you to complete that task.

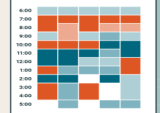


WORKS WELL FOR:

- Procrastinators
- People that work well under pressure

Time Blocking Method

To use this method, **assign each time block in your day to a task**. These tasks can be anything from eating breakfast to studying for a test.




WORKS WELL FOR:

- Working students/parents
- Analytical thinkers

Getting Things Done (GTD) Method

This process works to help you **move planned tasks aside by recording them on a piece of paper** & then breaking them down into actionable work items.

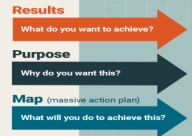


WORKS WELL FOR:

- Distractable people
- People who like to make lists

Rapid Planning (RPM) Method

This technique was developed by Tony Robbins as a way to **condition and train your brain to focus on the outcome you're after**.

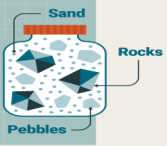


WORKS WELL FOR:

- Working students/parents
- People with long-term goals

Pickle Jar Theory

This theory helps you figure out what is useful and what is not useful in your daily life. It allows you to **prioritize tasks that need to get done today**.




WORKS WELL FOR:

- Visual people
- Concrete thinkers

Eat That Frog Technique

This technique encourages you to **start your day by first doing the things that you may not want to do**, but will benefit you in the long run.



WORKS WELL FOR:

- Abstract thinkers
- People with long-term goals