

TIPS FOR MANAGING YOUR TIME

Not enough hours in your day?

Struggling to get everything done?

Why not try some of the following techniques to assist in managing your time more effectively:-

- Categorise your tasks and set priorities (start with the most urgent task)
- Don't waste time waiting – use any waiting time to prioritise your day; read a report or document; or prepare for your next task or activity
- Learn to delegate – not all tasks need to be done by you. Ensure that tasks your perform are at your level. If the task cannot sustain your chargeout rate than you are probably not the right person to be doing the job. The job should be delegate down to someone with a chargeout rate suitable for the task at hand.
- Learn to say 'no' – you will find that most people will not have a problem with you saying no occasionally. It is a fact that people do not expect you to be able to undertake or attend everything that is asked of you. It is ok to say no occasionally and particularly when time deadlines and other priorities take precedence.
- Don't set a deadline that you cannot possibly meet. Always over estimate the time required to complete a job. If you finish before time your clients will appreciate it. Failing to deliver on a deadline that you have set will only cause a client to complain.
- Screen your calls and return them at a certain time each day. Before returning the call, ask yourself whether someone else could be doing this for you.
- Only handle a piece of paper once. Make a decision – don't 'shuffle' from one pile to another. Touch it once, deal with it and put it away.
- Organise your tasks using the 4 D's: Do it; Destroy it; Delegate it or Diarise it to be done at a later date!
- Set protocols for meetings. Always have an agenda and stick to it. Ensure that there are no distractions during the meeting (eg. phone, email). Hold 80/20 meetings – spend 80% of the time on solutions or discussion and only 20% of the time on problems.
- Regularly ask yourself 'what is the best use of my time right now?'

Parkinson's Law: 'Work expands so as to fill the time available for its completion.'

Time does not change – there will always be only 24 hours in each day. How you use this time is up to you!