

Practical Time Management Tips

Here are a selection of tips that could help you to use your time more effectively...

Review and update your objectives at regular intervals so that you are clear about what you should be giving your attention to.

Assess your workload and allocate priorities.

Plan your most important jobs, and set aside sufficient time in your diary. All other jobs can then be fitted around these.

Plan to do difficult, important jobs during your 'prime time'.

Formulate daily/monthly plans and stick to them.

Write down your plans - don't rely on your memory!

Keep a to-do list visible, and make sure that you tick off more than you add each day.

Set time limits for tasks (particularly meetings).

Be realistic about how much time you need for each task.

Split large tasks into smaller, more manageable units - use a project plan, or task list.

Set time aside for planning on a daily basis and give yourself time to think.

Leave some time in your day (20 minutes to 2 hours depending on your role) to deal with interruptions and unplanned work.

Avoid putting off unpleasant tasks.

Avoid interrupting yourself with sudden impulses such as "I must just do..." or "I don't seem to have done..."

Be assertive with colleagues who take up too much time.

If you are easily distracted, remove distractions as much as you can.

Prepare your work so that you have everything to hand before you start.

Group similar jobs together.

Collect all routine information to be communicated to colleagues and deal with it all at once.

Delegate work wherever possible.

Look for ways of doing things more efficiently.

Do one thing at a time and make sure you finish each job before moving on to the next.

Make a habit of planning telephone calls and note down what you want to say or find out.

Learn to say “No”.

Remember that urgent does not always mean important.

Ask for help in determining your priorities if you are given conflicting messages.

Show consideration for others when making demands on their time.

Agree the standards that are expected – don't strive for perfection every time.

Negotiate taking on extra tasks instead of just accepting them. Use ‘Yes...if’ or ‘Yes...when’

Taken from the Power Hour Module “Plan your Time”