



Managing your Time

Commit to change

You will not change your habits or begin to influence others who are impacting on your time management until you make a commitment to change. Tolerating interruptions and demands will only encourage your time management pressures to continue.

Review your to-do list

Separate your tasks into 4 boxes. Important and Urgent (immediate deadlines), Important but not urgent (personal development), not important but urgent (demands others put on you), not important and not urgent (time wasting activities) Where do you spend most of your time?

Start with the important tasks

Don't spend too much time in the not important, not urgent box. Focus your energies on dealing with the immediate demands in front of you. Turn off any distractions, inform people you don't want to be interrupted and if possible begin /complete these tasks at the start of the day when energy levels are likely to be higher.

Block out time

Commit to setting aside time in your daily/weekly schedule for activities or events you enjoy doing. Set up a recurring appointment in your email calendar for your lunchtime walk, use your calendar at home to diarise your regular coffee morning with friends.

Push back

Learn to say 'yes' to the person but 'no' to the task. E.g. 'I can't do that report today. I'm working on a proposal that needs to be in by 5pm today, can I get it to you for next week?'