

TAKE CONTROL OF YOUR TIME

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WHAT WE'LL COVER

- **Managing your time in your life**
- **Managing your time at work**
- **Making changes to have more time**
- **Other time management tips**

WHAT'S IN IT FOR YOU?

- **More relaxed/less stress**
- **More time doing what YOU want**
- **More productive**
- **Promotion/career enhancement**
- **Better manager**

SOME FACTS ABOUT TIME

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- **How we use that time is a key factor in our success and happiness**
- **Most people waste a significant amount of time**

THE MAIN USES OF TIME

Life

- Sleep, work (travel), chores, family, kids, partner, exercise, friends, grooming/personal hygiene etc

Work

- Travel, essential meetings, non-essential meetings, admin, emails, planning, gossip, managing people, etc

A SIMPLE PROCESS

Column

- 1 – write the main areas of life (work)
- 2 – how would you like to spend your time, realistically
- 3 – how do you currently spend it
- 4 - +/-
- 5 – What could you do to change
- 6 – what WILL you do, and by when

TIPS FOR THE EXERCISE

- **Keep the detail to the minimum necessary**
- **Limit the 'balancing' figure to 10 hours, ideally 5**
- **You can refine the figures later**
- **Remember, 168 hours is the total, and the '+/-' column totals zero (this will not apply with 'work')**

SOME TIPS FOR TIME MGT (1)

- **Make a 'to do' list before you leave work each day**
- **Prioritise – A/B/C, or 1,2,3**
- **“When do you need this by?”**
- **Be disciplined**
- **Plan each day by the hour / ½ hour**
- **Plan for 'unexpected' interruptions**

SOME TIPS FOR TIME MGT (2)

- **Ask ‘for what purpose’**
- **‘Do Not Disturb’ sign and/or divert phones for certain periods**
- **“Can it wait?”**
- **‘Train’ others to think for themselves**
- **‘Quadrant 2’. Important and Not Urgent (Stephen Covey)**

QUESTIONS?

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THANK YOU