



## Time Management Tips

Organising and planning how to divide your time effectively and efficiently between specific activities is critical to productivity and mental health.

Effective time management helps you work smarter, not harder. It allows you to do more in less time, reduce stress, and increase productivity for you and possibly your whole team.

1. **Set clear goals:** Know what you want to accomplish and break larger tasks/goals into smaller, manageable tasks.
2. **Prioritise tasks:** Identify the most important tasks and tackle them first. Use techniques like the Eisenhower Matrix to distinguish between urgent and important tasks.
3. **Use a planner or calendar:** Stay organised and write down your tasks and appointments. This could be a physical planner or a digital calendar app.
4. **Allocate time blocks:** Block out specific time for different tasks or categories of tasks. This helps you focus on one thing at a time.
5. **Eliminate/reduce distractions:** Identify distractions in your environment and minimise them. This could mean turning off notifications, finding a quiet workspace, or using website blockers.
6. **Set time limits:** Give yourself a set amount of time to complete a task. This can help prevent procrastination and increase focus.
7. **Take regular breaks:** Breaks are essential for maintaining productivity and avoiding burnout. Use techniques like the Pomodoro Technique (work for 25 minutes, then take a 5-minute break).
8. **Learn to say no:** Don't overcommit yourself. Learn to decline tasks or requests that don't align with your goals or priorities.
9. **Delegate tasks:** Delegate tasks to others to free up your time for more important activities. Train others in the tasks you can eventually delegate.
10. **Review and reflect:** At the end of each day or week, review your progress and reflect on what worked well and what didn't. Use this information to adjust your approach moving forward.
11. **Automate repetitive tasks:** Where possible, automate tedious or repetitive tasks (can AI assist with this).
12. **Do challenging tasks first:** Get them out of the way, and don't let them cause you to procrastinate and put them off, which causes more pressure for you later.





## Adopting Good Habits

Make effective working strategies a habit for you and share them with others.

1. **10-minute planning periods:** Prior Preparation and Planning Prevent Particularly Poor Performance (The 7 Ps). So take just ten minutes at the start or end of each day (or both) to sense where you are with tasks and plans for tomorrow. Check those resources you will need tomorrow are in place.
2. **Plan:** Consider the short, medium, and long-term tasks. Which are more urgent, require the most resources, and require the most of your time.
3. **Prioritise A B C D:** Use this or another way to prioritise what works best for you and share ideas with others.
4. **Determine an order:** This “may” be based on your method of prioritising, but don’t forget that, when possible, we can do tasks we don’t like so that at the end of our week, we have tasks we enjoy doing more. Determine the order to suit urgency, importance, and your preferences where possible.
5. **Allocate time:** We talked about “Oops time” and how we should/must plan time into our days for the unexpected and those pesky time stealers, too. This can also flow into the team planning.
6. **Assign resources:** If we plan carefully and consider all aspects, we must consider resources and whether we need to book them, buy them, etc. Then, if a resource is always scarce, bring this up as a team or organisational issue that needs addressing.
7. **Prepare contingencies:** Remember the PIG (Possibility Impact Grid)? What are the risks, and why are they still there? Can we get rid of them altogether? If not, can we at least reduce them? Once we’ve done all that, plan for them to happen and feel better prepared and able to deal with them when they occur. Ensure others in your team know how to deal with these when you are away.
8. **Communicate to all:** Have a SHORT team huddle every morning to share what we are all doing so we can check for duplication, gaps, or work overload for someone. This is critical in Project Management.
9. **Extra huddles:** Some people have a huddle in the morning, another after lunch, and one as the day draws to a close. Find what works best for you and your team.

