



Top 10 Tips for Time Management

Keep a to-do list – make sure you write your to-do list at the end of each day so you'll start your working day running! If you use a paper to-do list it's a good idea to write it clearly in pencil – priorities can easily change. If you keep an electronic to-do list, print it out and keep it visible on your desk, so you don't lose sight of your daily objectives.

Never 'over-plan' - don't be tempted to account for every minute of the day on your to-do list. An unexpected problem or crisis can blow your plan out of the water! Be realistic about what you can achieve, and then make sure you achieve it!

Take your time - don't rush and be careless. If you have not got time to do it right the first time, how are you going to find the time to do it again?

Be clear about the task – ensure you understand the instructions given by managers and colleagues during the initial allocation of a task. Ask all the questions you need to, this saves time in the long run. Lack of understanding can be a real time-waster.

Identify your prime time – i.e. when you work at your best – and schedule your most important/challenging work into this time. Likewise be aware of your dead time – when you know you are unproductive, and plan simpler tasks for this part of the day.

Reduce interruptions - if you are continually interrupted about the same subject, create FAQ sheet (Frequently Asked Questions). Try to anticipate what information people may need and either give it to them when it is convenient for you, or have it ready to hand for the time they will ask for it.

Just do it - doing a boring task or a job you dislike first (in prime time) is always best. Get it out of the way first and tick it off your to-do list. Then you can focus on what you do enjoy doing and enjoy it all the more. Visualise yourself getting on with the task and realise how good you will feel if you complete it on time. Compare that with how bad you will feel if you don't.

Deal with time stealers - place indicators on your desk that highlight to others that you are unable to talk. When the item is removed those around will know that you now have an open door. The indicator can be a written sign.

Manage your boss - prevent the need for ad hoc interruptions from your boss by keeping communication channels open. Organise regular meetings with your boss to review the list of things to be done and the time constraints.

Be assertive – if you haven't got time to do something, say so! Say no to tasks that are 'favours' or not your responsibility. Don't agree to deadlines that you can't meet. Explain to your manager or colleague that you are already under pressure and agree a realistic timescale.

If you have found this top 10 quick guide for effective time management useful then why not book on an individualised Executive PA briefing. To book a space complete the [contact form](#) online quoting Pabrief899 to gain a 20% discount on the RRP.