

Time Management

Top Ten Tips



Do you want to make better use of your time at work to help reduce stress and reclaim your personal life? We all want to be productive and successful at work, however none of us want to spend every waking hour on the job!

These time management tips will help you increase your productivity, reduce stress and get you home on time, or maybe even early!

1. **Learn the art of saying no!**

Are you the “yes” person in your business? Are you the person who always takes on extra work? Consider your goals and schedule before agreeing to unnecessary extra tasks.

2. **Establish routines and stick to them as much as possible.**

Set up a routine to your day; you will be more likely not to forget anything, move through your day more quickly and when crises do arrive you will be better prepared to tackle them and be more productive.

3. **Find out where you are wasting time.**

The focus of time management is actually changing your behaviors, not changing time. A good place to start is by eliminating your personal time-wasters. What are your “time bandits”? Do you spend too much time surfing the internet, answering unnecessary emails, sitting in eternal meetings or chatting by the coffee machine? Track your daily activities, all throughout the day over a period of a week, to see where you are potentially wasting time.

4. **Allocate your time.**

Set an estimated time-frame and the date by which the task must be completed. If it doesn't matter in which order you complete the task you may be able to accomplish something else during a pocket of free time.

5. Use your time wisely

If possible, consider accessing your email or Smartphone only at certain times of the day so you aren't constantly being interrupted. Ensure your Smartphone email is linked to your server email system so you aren't reading or discarding the same emails more than once.

6. Prioritise ruthlessly!

You should start each day with a time management session prioritising the tasks for that day and setting your performance benchmark. Time-consuming but relatively unimportant tasks can consume a lot of your day. Prioritising tasks will ensure that you spend your time and energy on those that are truly important to you.

7. Practice the 10 minute rule

Spend 10 minutes on the dreaded tasks every hour, or every second hour. You might find that once you get started you may even finish!

8. Don't waste time waiting.

From client meetings, to the doctor's surgery or just waiting for the train it is impossible to avoid waiting! With technology you don't just have to hang around killing time; you can be reading a report, checking those pesky emails or even doodling down your next campaign ideas or to-do list.

9. Look after yourself!

Getting lots of sleep, eating well and regular exercise can boost your energy levels which in turn will help you be more efficient at work.

10. Reward Yourself!

Time management isn't all about work, work, work..... You need to schedule some time for relaxing, doing the things that make you happy and keep you sane!

Auridian Training & Consulting

Level 13, 167 Macquarie Street

Sydney NSW 2000, Australia

Phone: 1300 206 637

Email: info@auridian.com.au