

Time Management Essentials



Anecdotally I am sure many of us have been feeling that time is passing us by very quickly. With the weeks going in past in seemingly a blink of an eye, there has never been a better time to talk about time management. With the lifestyle changes we have all experienced, it can be very easy to get into bad habits within our time management. Ultimately good time management can reduce stress, increase productivity, happiness, work satisfaction and much more. Who could say no? Today we are coming to you with some tips to get you started and recommended reads to keep your momentum, lets dive in!

1. Make and keep a 'To-Do List'

This may seem a simple one and somewhere close to the top of everyone's time management strategy, but are you really creating a To-Do List that sets you up for success? Step 1 is write all your tasks down, step 2 is priorities and add deadline dates if you can. Make sure to be specific about your tasks, and if you feel you need help, ask your manager, it's a great way to sort priorities and get everyone on the same page.

2. Prioritise

A bit more on priorities. Sometimes it can be hard to make decisions, you are in the middle of a 'must do' task and then three other 'must do' tasks pop into your inbox. It is moments like this when you need to look at the bigger picture, larger goals can really help drive decision making. Look at the wider plan and go from there and as always, if in doubt talk to your team!

3. Managing Distractions

This may seem an obvious one, but 'stolen' time can really stack up. First of all it is important to identify the main sources of distractions, is it calls? IMs? Emails popping up? Or something else entirely? Once you've identified them, take action to remove them when you know you have to knuckle down and focus on the task at hand.

4. Procrastination

Procrastination is a problem that can affect a lot of us, especially in times of stress. The

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cycle of putting off a task, guilt and dread can really take its toll on our workload and also wellbeing. Tip 1 will help, with a clearly priorities To-Do List providing guidance and structure and there really is no better feeling than ticking off those tasks. Another quick tip, start with something that you enjoy and can do quickly, completing and ticking off this will really boost your motivation. Then tackles those harder tasks, to take advantage of that boost and morning motivation.

5. Think before you say Yes.

It is always great to be helpful to your team, but are you taking on too much? If you spread yourself too thinly it can lead to poor performance, increased stress and burnout. Make sure before you say yes that you are clear about the task, the time, the goals etc. and you have capacity for it. Also remember, saying yes to this may mean saying no to something else.

6. Stop thriving on being 'Busy'

A lot of us have experienced the busy rush, where everything is happening and it all seems to be non-stop. Whilst this might feel good at the moment, it can also lead to stress long term and a lack of productivity. Try scheduling in reflection time and really considering your tasks and busyness, are you achieving what you want to achieve? Or are you just busy being busy

7. Less multitasking and more presence in the moment

Multitasking may seem productive but can be a silent productivity killer. In splitting your attention between tasks, the likelihood is you are doing one or both with half your attention and consequently half your ability, potentially even leading to more work in the future. Keep your focus singularly directed for higher quality work.

8. Take time out

It is often difficult to balance work and home life working from home as a lot of us are (See our 'Always On Phenomenon Blog), but do make sure you are still switching off. Give yourself time to rest, recharge and recover. It is also important to do this throughout the day, if you are tired and unfocused, go and grab a snack a cup of tea and maybe take a walk in the fresh air, the lost time will be worth it for your increased productivity.

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Those are our top tips to get you started, but if you want to progress and learn more, here are our recommended reads:

- Eat that Frog! - Brian Tracy <https://www.amazon.co.uk/That-Frog-Great-Ways-Procrastinating/dp/162656941X>
- The 7 Habits of Highly Effective People – Stephen Covey <https://www.amazon.co.uk/Habits-Highly-Effective-People-Powerful/dp/0743269519>
- Improve your Time Management – Polly Bird <https://www.amazon.co.uk/Improve-Your-Time-Management-Yourself/dp/1444102524>

Good time management can really make a difference to your everyday professional and personal life, let us know what tips you want to try out.

Do you want practical, specialised learning for yourself or your team on a range of topics including time management and more? Contact the team today.