



Time Management



Effective Time Management

Getting the most out of every day requires you to effectively manage your time. Effectively prioritising and managing your time is an important key for preventing unnecessary stress and succeeding in your pursuits.

Use Small Amounts of Time Wisely

We tend to optimise large blocks of time, but it's also crucial to be productive during small blocks of time (e.g. 10-20 minute gaps between meetings). Make the most of these shorter gaps by planning your day, prioritising your to-do list, cleaning, making phone calls, checking your emails or planning your next meeting or activity.

“When You Wash the Dishes, Wash the Dishes”

It is often very difficult to maintain absolute concentration on one thing. If you focus on improving this skill you will become much more efficient. When you're washing the dishes, or working on a proposal, put all your energy into that task until it's completed or another higher priority task arises.

Tools for Staying on Track

- Start each day with ten minutes of planning and prioritising
- Build in flexible scheduling – allow extra time each day that is unscheduled, so you can fit in high priority or urgent tasks that arise
- Use a PDA to keep track of appointments and to-do lists
- Always carry a notebook with you, as a running to-do list and for keeping track of ideas
- Wear a watch if you have appointments or time-critical tasks scheduled

The Big Picture

- Don't schedule more than is humanly possible. Avoid putting unrealistic expectations or pressure on yourself.
- It's important to know and accept when you have done all that you can. Don't stress about things that you can't control.
- Always keep the long-term goals in mind

Mastering Your Mind

- If you have multiple stressors (such as work deadlines and family commitments) you need to fully realise how important your time is and understand that you are the only person who has the right to decide how to spend it each day.
- Break large demands into small, manageable parts. Work through one task at a time
- Do important and urgent things first, and leave other things for later
- Identify your goals and focus on working towards them
- Acknowledge your thoughts and feelings concerning the stressors in your life
- Develop a support network to rely on in times of need
- Be kind to yourself and avoid constantly thinking “I should be doing...”

Make time for yourself and your health

If you need extra motivation and someone to hold you accountable for this, our 'Health Coaching' and 'Personal Training' services are perfect for you.

Get started today. Call our Health and Lifestyle Specialists - (07) 3166 8183

Disclaimer

This fact sheet is provided for your information only and does not replace qualified medical advice. The information provided may not apply to every person or all situations. A medical practitioner should be consulted for all treatment and medication.

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