

Time management Helpsheet

Time is a valuable resource and if not managed successfully can leave us frustrated, dissatisfied and stressed. This not only affects you but also those that work with you. The principle of time management is to allow us to spend time on the things that we value.

The following activities may help towards better time management.

- Rank priorities – in terms of what is / is not important.

20% of your effort will bring 80% of your rewards (Parento principle). Ask yourself – How important is this to me?
- YES or NO? - before saying yes, finds out what the real needs and expectations are. Urgent means different things to each of us – assess how urgent or important the matter is to you.
- Planning – use a diary and planner. Break down long term tasks into smaller segments and plan time for them. Allow some slack time in your schedule to allow for unexpected events. When you are feeling overwhelmed or listless - make a list!
- Phone calls/emails – minimise time for unplanned calls. If this is not possible e.g. advice line, schedule uninterrupted time away from the phone. Schedule slots to read/reply to emails through the day rather than every time they appear.
- Organisation – try to keep a clean and tidy work environment or an organised system of work.
- Delegate – if you involve other people it will take pressure off you and give others the opportunity to be involved or develop their skills. To be effective delegation needs to include giving clear instructions, passing on authority and allowing autonomy, checking understanding, monitor and give feedback and praise.

Investing in good health at work