

10 Steps To A Time Management Program.

By Scott Henderson

1. **Keep A To Do List** (a list of outstanding tasks) – It frees the brain space, stops you forgetting things and feels good when you cross something off. “As soon as you think it, ink it”.
2. **Work To Priorities** – Most people prioritise via common timeframes and because it is an emotional component some people end up letting everyone else determine their priorities but themselves. Learn to distinguish urgency from importance. Not every task that is urgent is important. Take some control.
3. **Plan Your Day** – Most people’s calendars have the meetings that they have to attend that day blocked out. You need to go beyond that and start blocking out time for tasks (before they get to the last minute). Just because things may come up, does not mean you can’t plan your day.
4. **Use your Prime Time** – You are not equally effective at all times throughout the day, so if you are a morning person plan the highly complex tasks first thing and save the coffee, chat, emails and meetings for later.
5. **Control Your Paperwork And Email** – Set aside a time to read your email instead of as it comes in. Use filters and folders. Remove the clutter from your desk (it’s not organised chaos it is just a visual distraction). Get good at deleting and recycling.
6. **Delegate** – Choose the right person, put in place a process and learn to trust and let go. Remember no one should be doing a job that someone who is paid less than them is able to do.
7. **Control Procrastination** – If you tend to procrastinate, try doing the “worst first”. You get it out of the way and the good stuff is waiting for you.
8. **Manage interruptions** – Identify the people that are wasting your time. Be assertive. Visit them. Give them some feedback. Remember we train people how to treat us.
9. **Learn To Say No** – Don’t just say “I can’t because I am busy”. We are all busy. Show them capacity, give them options and negotiate. “Besides the noble art of getting things done, there is the noble art of leaving things undone. The wisdom of life consists of eliminating the non-essentials” – Chinese Proverb.
10. **Acknowledge Murphy’s Law And Be Nice To Yourself** – Leaving things until the last minute only creates unnecessary stress, especially when things inevitably go wrong. Plan yourself some breathing space.