







## EMPLOYEE SERIES


### Tips for effective time management


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**Do you find yourself rushing constantly, feeling impatient or procrastinating?** Do you find yourself putting in more hours working, but still not getting what you need done? It might be useful to think about time management.
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**Emails.** The great interrupter. Designate specific times to read emails and turn off the email alerts for all but the most crucial senders.
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**Planning.** Create a 'to-do' list, prioritise the tasks, set time limits or deadlines for each task and use the '2 minute rule' – that is, anything that can be completed in two minutes should be done during this time. Used closed lists and not add to lists indefinitely. Complete the closed list before moving on.
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**Prioritise.** How important is the task, then how urgent is it? If it is important and urgent, then it needs to be done immediately. If it is important but not urgent, then you need to plan for it. If it is urgent but not important, consider how it can be reduced or eliminated.
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**Interval.** Work in 90 minute intervals and take a break before going on to the next task. Go for a quick walk around the block, say hello to someone, get a drink, etc.
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**Know yourself.** When do you work best? Plan to do the most 'brain-intensive' tasks during this time.
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**Focus.** Devote your entire focus to the task at hand – STOP multi-tasking.
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**Delegate.** Are you the only one who can do this task? Are there others that can assist? Sharing the tasks amongst others with that skillset or time can assist in completing tasks on time.
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**Meetings.** Make choices about attending meetings. Hold standing meetings, time limited meetings or if need be say 'no'.
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**Expectations.** Give up on the illusion that you will ever get everything done, that it will be perfect, or that it will last forever. Be realistic.
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**Is this the best way?** Ask, *"can this be done more efficiently or eliminated altogether?"*