

Work Smarter: Time Management Tips

Feeling like there aren't enough hours in the day? Constantly rushing, procrastinating, or working late but still falling behind? Effective time management isn't about squeezing in more tasks—it's about working smarter.



Manage Emails: Emails can be a major distraction. Set specific times to check them and turn off notifications for all but the most critical senders.

Plan Ahead: Create a daily to-do list, prioritise tasks, and set realistic deadlines. Use a 'closed list' approach—complete your planned tasks before adding more. The '2-minute rule' can help: if something takes less than two minutes, do it immediately.

Prioritise Wisely

Ask yourself: Is this important? Is it urgent?

- Important & urgent – Do it now.
- Important but not urgent – Plan for it.
- Urgent but not important – Reduce or delegate it.

Work in Intervals: Work in 90-minute focused sessions, then take a short break—stretch, grab a drink, or chat with a colleague to reset.

Know Your Peak Productivity Times: Identify when you're most alert and schedule high-focus tasks for those times.

Single-Task, Don't Multi-Task: Switching between tasks reduces efficiency. Focus fully on one task before moving to the next.

Delegate Where Possible: If a task can be handled by someone else, share the workload to free up time for higher priorities.

Rethink Meetings: Not all meetings are necessary. Opt for standing meetings, set time limits, or decline if your presence isn't essential.

Manage Expectations: You won't get everything done perfectly or permanently—focus on what truly matters.

Ask, 'Is There a Better Way?': Always look for ways to streamline, simplify, or eliminate unnecessary tasks.

To book an appointment with one of our counsellors, call or scan the QR Code



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