

3 STEPS TO MANAGING YOUR DAY



Have you ever thought to yourself that there aren't enough hours in the day, have you felt overwhelmed at the list of responsibilities facing you, or have you lost countless hours putting out fires? If you have, this illustration & tip list will help you gain control over your valuable time.

The best laid plans are often and easily upset by something as simple as opening email or walking by a colleague's desk!

Here are 3 steps for keeping control over your day and your time:

Make a plan for the day:

In the morning spend five minutes BEFORE turning on your computer, to write out ALL the things you want to achieve in the day.

Create a daily planner template in 15 minute intervals.

Schedule time in your calendar or daily planner to get each thing done, putting the harder tasks at the beginning of the day. Be realistic!

Refocus:

Every hour stop what you're doing for a minute or two, look at your list and reflect on your last hour.

Was it productive?

What can you do to make the next hour productive?

Review:

At the end of the day, close down your computer.

Review the plan you had set out for the day and ask yourself what you were able to accomplish.

If you haven't achieved everything you set out to, challenge yourself as to why you didn't achieve everything on the list, understand clearly what impacted on your ability to complete everything and

Ask yourself: - What will you do differently tomorrow?

Tips for reclaiming your time:

Be very clear about your aims and ambitions, both short and long term.

Once you know what you want to achieve and why it's easier to make decisions about what needs to be done and you can then plan accordingly.

Focus on your top priorities.

You'll be more productive and profitable if you identify and focus on the areas most important to your business.

Work on the fundamentals first.

The Latin word "fundamentum" means foundation - so take action, build strong foundations and the rest should follow.

Schedule time

This reduces anxiety over not having enough time and keeps you focused.

Say No!

"Learn how to say no. Don't let your mouth overload your back!"
Always check your schedule before committing to anything new.
Don't allow others to distract you from your objectives.

Create Supportive Systems

This includes systems for filing, management information and communication.
Ensure that you get all the training you need, doing it the right way once... saves time!

Take a reality check.

Will your current activity have a positive outcome, or are you doing it because you enjoy it and can avoid doing something else?

Ask yourself - will this take me towards my goal?

"There is nothing so useless as doing efficiently that which shouldn't be done at all"

Delegate!

It's tempting to do something yourself because you think you can do it faster and better. But consider the long term - delegation now will save time in the future, and if done appropriately can motivate your staff, boost their confidence and help them develop their skills.

Repeat your Success.

Remember the last time you went away on holiday, and how much you got done in those few days before you left?

What strategies and techniques did you employ that made you so effective and focused?

Can you repeat them?

Alternatively, imagine you are going away tomorrow and work through today accordingly.

Balance your Life.

Formally schedule personal activities too, so make time for family, friends, your health and fun because having a balanced life reduces stress and increases energy levels.
Time management is really about life management!

End the day.

At the end of the working day, tidy your desk, make notes about what needs doing tomorrow and prioritise

those tasks.

You'll worry less that evening and be prepared and focused next morning.