

## Top Tips for Effective Time Management

1. Make a list of all tasks necessary to carry out your job role and design a weekly and monthly routine for repetitive tasks, breaking it down hour by hour
2. Set and write down some goals and establish why they are important to achieve.
3. Create a Master To Do List with time frames for tasks needed to be actioned to achieve goals.
4. And add into routine
5. Put in priority order breaking down into urgent and important (Important are tasks to achieve your goals)
6. Do not overcrowd the diary
7. Carry out at least one important task daily, by giving it a time slot in your diary
8. Delegate work to others
9. Leave space in the diary for daily reactive time to urgent new tasks (at least 1 hour)
10. At the end of each day, write a To Do list for tomorrow, and make it achievable
11. For any task taking longer than 20 mins, make an appointment with yourself in your diary to carry out task
12. Break down larger tasks into bite size manageable chunks
13. Each day allow some non-interruptible time to carry out larger tasks
14. Carry out horrible tasks or boring tasks first, do not procrastinate, and get them out of the way
15. Handle each piece of paper/e-mail once only
16. Turn e-mails off, and look at 3 times/day
17. Keep work area, neat, tidy and organised

If you require any support, please do make contact

*Jenny Lamski*