

Top Tips on 'Time Man-agement'

A few tips for mastering time and breaking out of the busy- busy vicious cycle:

1. Focus on effectiveness, not efficiency (doing the right thing rather than doing the thing right)
2. Focus on results, keep asking the question: - is this conversation/ action forwarding me towards the required result?
3. Look at 80% of the result is produced in 20% of the time (Pareto), review how you make the result and do more of that in the future and cut out the rest
4. Be mean with your time - it is your most precious (and only irreplaceable) resource.
5. Be clear on what is the intent and what result you going to produce, for every meeting, project, conversation, phone call, chat etc that you spend your time on.
6. Ask yourself should I be doing this - if somebody else could be doing this then they should be doing it otherwise you may be dis-empowering them.
7. Ask yourself is this necessary, does it contribute anything to the bottom-line.
8. Learn to say no.
9. Get a system to handle your paper, most of it is unnecessary and probably someone else has filed all of it if ever you need to get back to it.
10. Manage by *Requests and Promises*.

Remember you have got enough time, that's all the time there

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