

Factsheet

Skills Boost Topic 3 Managing Your Time



Introduction

Time rules our lives, especially our working lives where jobs need to be done to meet deadlines. Time is a very important resource, and as you can't physically make more time, it makes sense to manage your time.

Why is it important?

When you start to manage your time at work you soon notice where time is being wasted and where you could make time savings. Doing so helps you to be more in control of your workload, avoids the build-up of stress and allows you to do your job more effectively.

The following hints and tips show you some of the many things you can do to manage your time.

Managing Time Hints and Tips

- Plan your working day in advance.
Ask yourself:
 - What needs to be done today?
 - How much time will it take?
 - Are there deadlines?
 - What can I achieve today?
- Set clear priorities for the day
- Concentrate on the priorities first
- Delegate where appropriate
- Know when you work at your best and use this time for your priorities (e.g. morning, afternoon, evening)
- Action paperwork and emails once, avoid reading and leaving for later

- Set deadlines and work to them
- Highlight the important information in documents to save having to fully re-read later
- Make sure you have time in your diary without appointments or interruptions to let you focus on your work
- Don't allow small tasks to take up too much time
- Keep paper moving – on desk / action / file / recycle
- Tackle the jobs you put off – the longer you leave them the more you'll worry about them
- Do a time audit, each day for a week list what you are doing when you are doing it. Then review this list at the end of the week and highlight all the things you've done that have been a drain on your time. Then think of ways to stop these time wasters, and where appropriate discuss them with your manager.

Next steps

- Think of other ways you can manage your time and share with your colleagues
- Start planning your working day
- Set your priorities and work to them (daily, weekly, monthly)
- Undertake a time audit
- Put time management into practice.

The Agile Nation project provides workplace support and development for women and businesses in the convergence area of Wales, to find out more visit www.agilenation.co.uk