

Managing Your Time More Effectively

1. **Don't kill time; use it**
 - ◆ It's not the time you put in but what you put into the time
2. **Time and energy are your best two gifts**
 - ◆ Remember to replenish energy
3. **Write down your goals/personal strategic plan**
 - ◆ Have them up in front of you - be constantly reminded
 - ◆ Review them regularly
 - ◆ Think on paper
4. **Identify tasks as to their urgency**
 - ◆ Urgent/important
 - ◆ Not urgent/important
 - ◆ Not important
 - ◆ Forget it
 - ◆ After dealing with "urgent" matters, focus on the "not urgent but important areas"
5. **Have a weekly plan**
 - ◆ Create a daily "to do" list and an agenda that works for you
 - ◆ Make appointments for "self" in your diary
6. **Put thoughts/ideas down on paper**
 - ◆ Keep a journal of thoughts
7. **Separate "majors" from "minors"**
 - ◆ Identify "minors" - eliminate time wasters: conversations, telephone, letters
8. **Don't mistake movement for achievement - may not be productive**
9. **Focus on your mission/passion/vision**
 - ◆ Analyse yourself
 - ◆ Study who you are - your strengths/weaknesses
 - ◆ Remember that courage is only fear running in the wrong direction
10. **Concentration**
 - ◆ Retain focus on strategy of leadership
11. **Find a tree on the way home**
 - ◆ Hang your worries from its branches
12. **Move towards effectiveness**
 - ◆ Take something from today's talk and apply it
 - ◆ Review and teach the ideas disseminated today to your staff
 - ◆ Learn to be still and work in *silence*
 - ◆ Focus on your personal mission
 - ◆ Review
 - ◆ Engage the intuitive side of the brain
13. **Think about key relationships**
 - ◆ If they are not successful then business will suffer
 - ◆ Whatever hassles you have in your personal life - write them down
 - ◆ Ask the right questions - a quality of alertness
 - ◆ Learn to listen - it will affect the quality of the relationship
14. **Be patient and kind to yourself**
 - ◆ Take small steps
 - ◆ To pay the price of living, live them yourself
 - ◆ Success is the progressive realisation of predetermined goals
 - ◆ What are you good at?
 - ◆ Are you in the wrong job?
15. **Train assistants**
 - ◆ Change from a "doer" to a delegator/motivator
 - ◆ Have people in the pipeline for "staff" roles
 - ◆ Build a team to compensate for weaknesses
 - ◆ Make a champion team not a team of champions
16. **Read books on time management/listen to tapes**
 - ◆ Be more alert to opportunities
 - ◆ Are you using the latest technological advances?