

## **Tips for good time management**

- Learn how to say no.
- Get plenty of rest and exercise.
- Use stress management techniques.
- Use travel time.
- Combine activities.
- Plan, plan, plan, weekly, monthly, yearly.
- Avoid over commitment.
- Use a digital recorder.
- Use a micro computer/Ipad.
- Use a hands-free phone.
- Define the problems and issues.
- Listen to recordings while travelling.
- View waiting time as a gift to read a book.
- Learn to speed read.
- Have a daily quiet hour.
- Use pro-forma responses.
- Design office forms for recurring problems.
- Review objectives every three months.
- Memorise your key objectives.
- Be flexible.
- Avoid long lunches and alcohol during the day.
- Be practical.
- Don't be a perfectionist.
- Train your PA/EA.
- Use a whiteboard/Outlook to plan.
- Plan a year ahead.
- Have a yearly planning process.
- Draw your plans in pictures.
- Use mind-mapping techniques.
- Profile your personality to know your strengths and weaknesses.
- Use experts when necessary.
- Have a yearly self-development plan.
- Read a new book every month.
- Do it now!