



- Ensure you do your **As** and **Bs** – plan them into your day. It is very easy to start a **C** activity purely because it is one you enjoy.
- Delegate effectively – See our [Hints for Effective Delegation](#). Remember, there are certain tasks which you shouldn't delegate, such as matters essential to overall control, any employment issues such as discipline, confidential, security or policy matters.

## 2. Organise Others

### Your Manager

Your boss is likely to expect you to dedicate time to him/her. Ensure this time is well spent by helping your manager to plan meetings and have agendas. Ensure they have the information they need on time, so that they don't need to remind you. Ensure you are clear about the importance of your time in helping them to achieve their goals.

### Your Colleagues

Ensure you agree with colleagues what is an acceptable level of interruptions. It may be useful to discuss your ideas for more effective time management with them.

### People who Work for You

Delegate effectively using our [Hints for Effective Delegation](#). Ensure the following:

- Ensure the person understands limits of delegation.
- Ensure you are delegating something worthwhile, not just something you don't want to do.
- Give the person confidence by putting your trust and faith in them.
- Conduct 'spot checks' to make sure the employee is able to do what you have asked them to do and feels comfortable to continue.
- Appraise and review on an ongoing basis.
- Ensure that others know that the task has been delegates.

## 3. Dealing with Time Management Problems

Problem	Possible Solution
Trying to do too much at once.	<ul style="list-style-type: none"> <li>• Set priorities.</li> <li>• Do one thing at a time.</li> <li>• Learn to say no.</li> </ul>
Getting involved in too much detail.	<ul style="list-style-type: none"> <li>• Delegate more.</li> <li>• Learn to summarise.</li> </ul>
Postponing unpleasant tasks.	<ul style="list-style-type: none"> <li>• Make them a priority and stick to it.</li> </ul>
Insufficient time to think.	<ul style="list-style-type: none"> <li>• Reserve a block of time e.g. Wednesday afternoon as quiet time.</li> </ul>
Constant interruptions.	<ul style="list-style-type: none"> <li>• Use any 'gatekeepers' you have (receptionist, secretary, other team members) to field calls, particularly when you are working a priority.</li> </ul>

Problem	Possible Solution
Too much chatting.	<ul style="list-style-type: none"> <li>Decide in advance what you want to achieve when you meet someone.</li> <li>Concentrate on keeping to the point and steer the conversation.</li> <li>Learn how to end meetings effectively.</li> </ul>
Checking and responding to emails all day.	<ul style="list-style-type: none"> <li>Decide to review your emails at certain times of the day – say first thing, mid day and mid afternoon.</li> </ul>
Paperwork.	<ul style="list-style-type: none"> <li>Try to decide what to do with each piece of paper when you first receive it and act on it.</li> <li>Don't ask for information you know you won't read – just say no.</li> </ul>
Meetings.	<ul style="list-style-type: none"> <li>Ensure there is an objective and clear agenda (even if it's not your meeting).</li> <li>Don't attend meetings unless your presence is essential.</li> </ul>
Traveling.	<ul style="list-style-type: none"> <li>Try to use time effectively by reading on the train or taking your laptop. Why not play self-development CDs in the car?</li> <li>Make some phone calls from your car (hands free).</li> </ul>

**ACTION** Isolate your biggest time waster and eliminate it. Think about 2 tasks you can delegate effectively to other people.

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Reference Guides:	Reference Templates:
<ul style="list-style-type: none"> <li><a href="#">Hints for Effective Delegation</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Time Management - Time Drip Sheet</a></li> </ul>

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