



Bitesize Coaching

Managing Time





Bitesize Coaching Managing Time

Thank you for downloading this brief coaching guide. I hope you will find it useful. It is designed to get you thinking a little about your current situation and where you'd like to be with regard to your time-management skills.

Time pressures can be a major source of stress. We all have the same amount of time in a day and it's something that can neither be bought nor made. The key is managing it wisely, which takes a certain amount of self-discipline.

Benefits of Time Management

- Increased productivity and efficiency – you get more done!
- The satisfaction and self-esteem associated with achieving more.
- A sense of being in control, which reduces stress.
- Not worrying about wasting time.
- Getting things done in plenty of time, so that you're not governed by deadlines.
- A greater competitive edge in the work environment.
- More time to spend doing the things you *want* to do.



“The two most powerful warriors are patience and time.”

(Leo Tolstoy)



Ideas for Managing Time More Efficiently

1

An old-fashioned 'To Do' list. If you're not listing the things you need to do, you have no control over them. By writing them down you are making a contract with yourself to get them done.

2

Prioritise what is urgent and what is important. Note that urgency and importance are not the same thing!

3

Create blocks of time in your diary or calendar and assign tasks to them. Experiment with how much time is an optimum block for you: 30, 60 or 90 minutes, for example.

4

Be objective and don't avoid things just because you don't enjoy doing them. They still need to get done! Think about tackling them first.

5

Ask yourself what are the consequences of not completing a certain task. This might help to motivate you, or prioritise the job further up the list, as appropriate.

6

Once you start something, stay focused on it till it's done, or until you have spent your planned amount of time on it. No cheating!

7

Minimise distractions. For example, turn off message notifications and make it known you don't want to be disturbed.

8

Remember to schedule in time for relaxation and leisure! Rewarding yourself for all your hard work could be the motivation you need!

The Passage of Time

Time passes much more slowly than you might think. When asked to count up in seconds, most people count far too quickly! Pace yourself against a watch and you'll discover that a second may be longer than you think. So don't stress!

Resources

Priority, Benefits & Consequences

1. Right now, my top priority is:

2. The benefits of completing this are:

3. The consequences of not doing this are:

Urgent / Important Analysis

Urgent and Important	Urgent but Not Important	Important but Not Urgent	Neither Urgent Nor Important
<i>Things that are critical with deadlines. Often they are unforeseen emergencies.</i>	<i>Troublesome things that get in the way of achieving what you really want. Could they be delegated to someone else?</i>	<i>Things that get you closer to your goals, but which can get overlooked as they are not urgent. Don't leave them so long they become urgent!</i>	<i>Mere distractions to be given the lowest priority!</i>

Map out a typical week to find out where you are losing time:

	Mon	Tues	Wed	Thurs	Fri
09:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					



"Better three hours too soon than a minute too late."
(William Shakespeare)



This is not a definitive guide to managing your time, rather a few thought-provoking ideas. Some may appeal to you more than others and, hopefully, you will come up with ones of your own. Please remember that you remain responsible for your actions at all times.

Good luck in your discoveries!

If you enjoyed this guide and would like to find out more about coaching, please get in touch to schedule a Discovery Call.

or

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