2015 Time Management Top Tips

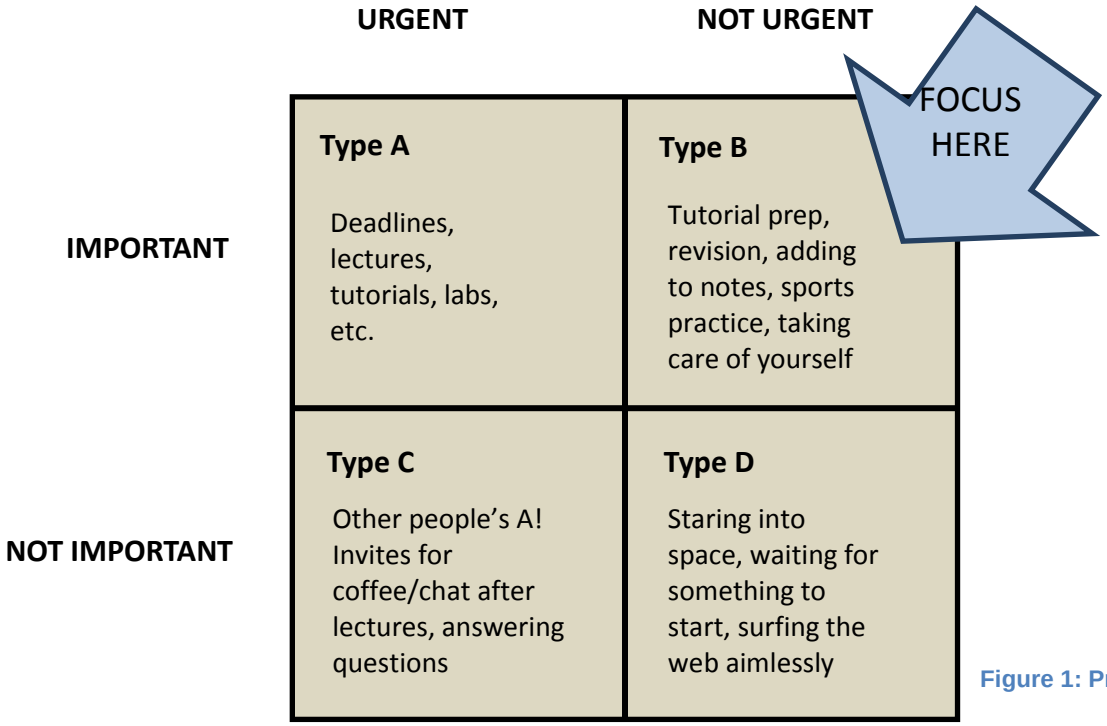
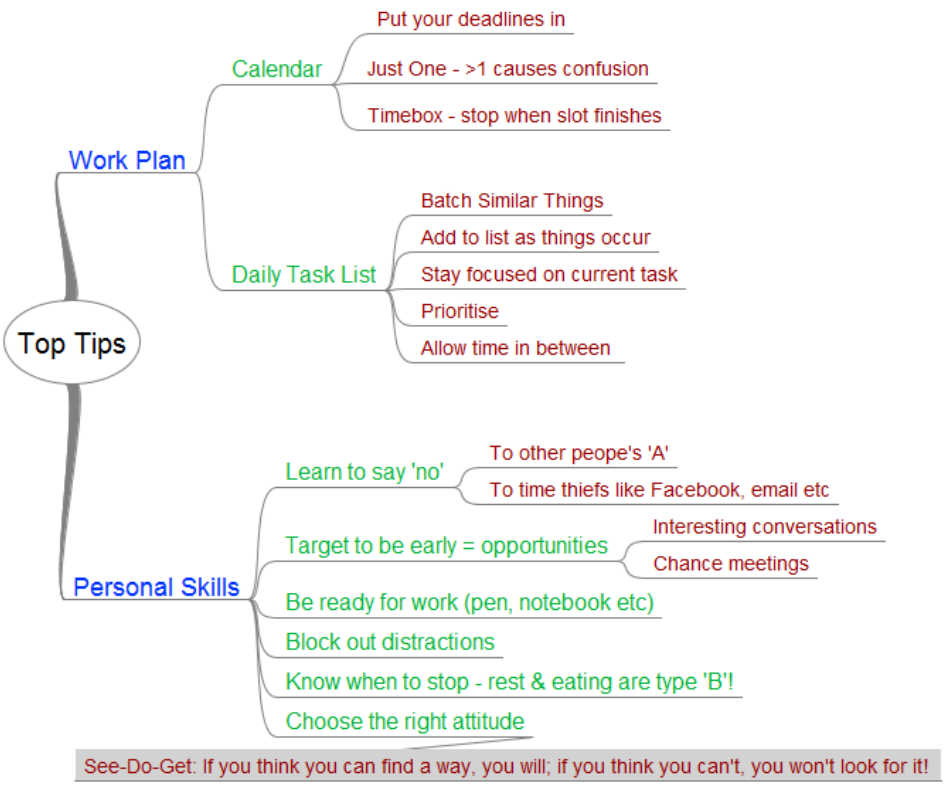


Figure 1: Priority Matrix


Top Tips
Work Plan
Calendar
Put your deadlines in
Just One - >1 causes confusion
Timebox - stop when slot finishes
Daily Task List
Batch Similar Things
Add to list as things occur
Stay focused on current task
Prioritise
Allow time in between
Personal Skills
Learn to say 'no'
To other peope's 'A'
To time thiefs like Facebook, email etc
Target to be early = opportunities
Interesting conversations
Chance meetings
Be ready for work (pen, notebook etc)
Block out distractions
Know when to stop - rest & eating are type 'B'!
Choose the right attitude
See-Do-Get: If you think you can find a way, you will; if you think you can't, you won't look for it!