

The effective Time manager – 50 tips

1. Concentrate on getting one thing done at a time, and avoid 'task-hopping'.
2. Know your most and least productive times of the day, scheduling work accordingly.
3. Respect others' time, meaning you are just a little more likely to get this back from them.
4. Be prepared to be firm with people when you need, in order to protect your time.
5. Put effort into getting, staying and looking organised so you can focus on tasks.
6. Set specific deadlines for everything, and take these seriously.
7. Clear your work space of everything other than that on which you are working at that time.
8. Be realistic about what you can get done, allowing yourself the time you need for tasks.
9. Take breaks, without guilt, when you need them.
10. Prioritise effectively, being clear about which tasks need to be done ahead of others.
11. Delegate without hesitation, freeing up time, and ensuring you do only what you should.
12. Recognise when you are wasting time, or not using time well, and correct this.
13. Don't overload yourself by setting yourself more to do than is realistic.
14. Take something with you to appointments and meetings to work on if they start late.
15. Deliberately observe and learn from others' management of time to improve your own.
16. Make sure you allow more time than is given to tasks than you feel they should need.
17. Avoid absolute perfectionism whenever this leads to more time on a task than it needs.
18. Develop a reputation for managing time positively.
19. Get something significant and tangible done early – and hope you do get more done later!
20. Become familiar with the technology you have to hand, make the most of this to save time.
21. Don't hoard paperwork or anything else that clutters your workspace.
22. Don't let drop in visitors, or distracting phone calls interfere with your focus on tasks.
23. Put real thought into the layout of your workspace to help get yourself organised.
24. Know what an hour of your time is worth – within the nearest pound, including overheads.
25. Don't get overawed by the size or complexity of tasks – you know they all break-down.
26. Be very clear about where your time goes – and how much is spent on specific tasks.

27. Only attend meetings that you feel are a good use of your time.
28. Don't confuse activity with productivity, know achievement counts more than *what* you do.
29. Be keen to learn more about managing time, and how to improve the way you do this.
30. Leave time within your busy day for the things that come up unexpectedly.
31. Don't put off tasks you find unpleasant, or know you'll find difficult in favour of easier stuff.
32. Feel that time spent reflecting and planning is not dead or unproductive time.
33. Always be on time for appointments.
34. Learn to scan read complex documents to save time.
35. Make and return phone calls or emails in batches, never one at a time.
36. Never allow anyone, whoever they are, to dump work on you they should do themselves.
37. Regularly review the way you spend time, looking for, and finding ways to improve.
38. Be assertive, meaning you can skilfully stand up for your rights without upsetting people.
39. Learn to distinguish the urgent tasks from the important.
40. Find time and space away from distraction for when you really need to focus.
41. Work on consciously controlling your body language so as not to prolong conversations.
42. Give yourself sufficient credit when you manage time well – it's not all beating yourself up!
43. Maintain a positive balance of work and home time – don't do too much work at home.
44. Be prepared to seek advice on how better to manage time from those who do this well.
45. Be clear about your objectives, both long term and tactical, and focus on these.
46. Learn to feel generally in control of your time.
47. Finish one task before you start the next.
48. Write 'to do' lists – and watch out for items that stay in them all week!
49. Be certain you understand the difference between delegation, allocation and abdication.
50. Recognise you really can find more time if you put your mind to it.