



## Taking Control of Your Time

### MY LIFE

e.g. sleep, work (travel), family, kids, partner, exercise, friends, hobby, chores, personal hygiene / self-care

Activity	Now	Goal	+/-	What & By When
Sleep				
Travel				
Exercise				
etc				
etc				
Misc				
<b>TOTAL</b>	<b>168</b>	<b>168</b>	<b>0</b>	

Key Learnings:



# Taking Control of Your Time

## MY WORK

e.g. travel, meetings, admin, emails, planning, gossip, managing people,

Activity	Now	Goal	+/-	What & By When
Misc				
<b>TOTAL</b>				

### Some Tips

- i. 'Quadrant 2'. Important and Not (yet) Urgent (Covey)
- ii. Make a 'to do' list before you leave work each day
- iii. Ask 'for what purpose am I / are we doing this task?'
- iv. Prioritise – A/B/C, or 1,2,3
- v. Plan each day by the hour / ½ hour (or smaller chunks)
- vi. Plan for 'unexpected' interruptions
- vii. Ask *"When do you need this by?"*
- viii. Be disciplined
- ix. 'Do Not Disturb' sign and / or divert phones
- x. Ask *"Can it wait?"*
- xi. 'Train' others to think for themselves (ask staff for solutions, not problems)
- xii. Are you taking on too much in your work (& life)?