

Good Habits of Time Management

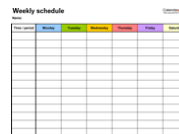
Summary extracted from Personal Effectiveness by Diana Winstanley.

Before you take a look at the *Good Habits of Time Management*, I would recommend you take a look at your *Time Bandits*. Below are 10 Good Habits of Time Management – as you review these and consider which one(s) – if you were to consistently apply would improve your time management practice.



Habit 1. Weekly Planning:

Know your priorities for the week ahead – to do this schedule a weekly planning session with self



Habit 2. Scheduling:

Actually schedule your priorities. Where possible schedule your challenging tasks when you have your best 'energy' – your best time for best tasks



Habit 3. Adapting:

Effective individuals are adaptable. Adapt daily. "What is the best use of me and my time this week, today, now?"



Habit 4. Saying No:

Asking for what we need and saying 'no' to the non urgent/non important so that you can focus on priorities

'Making a positive difference to everyone we connect with'



Habit 5. Delegation:

Identify where you can delegate to create the headspace for the activities that are the best use of you and your priorities



Habit 6: Focus Zone:

Find a focus zone/space to concentrate



Habit 7: Tidy Up:

Have a place for everything and everything in its place



Habit 8: Electronic Discipline:

- Limit times of day you check e-mails
- Schedule time to respond – immediate replies not always required
- Delete and file as you go

JUST DO IT.

Habit 9: Just Do It:

- Anticipatory anxiety is 9/10 worse than doing it
- Adrenaline junkies may need to set earlier deadlines



Habit 10: Look after the Goose:

Look after yourself
Work productively rather than burnout

Which of the above habit(s) are you going to focus on to up your game in Time Management?

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