

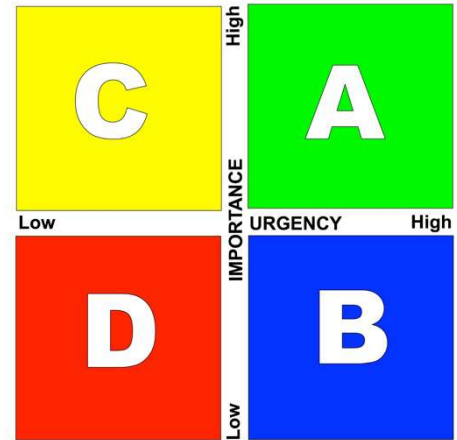
Tips to Manage your Time effectively

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With many demands on your time, expect to experience times when you will feel stressed, even overwhelmed. Here are some tips on how to overcome that feeling and take control of your day!

1. Make a daily list of tasks that need to be accomplished. Try to keep it simple and achievable, e.g.:

- a. Write report
- b. Phone client
- c. Speak to staff about holiday pay
- d. Follow up on financial emails
- e. Review document
- f. Clean IN box



2. Next prioritize the tasks according to urgency and importance:

- a. If the task is both important and urgent, it gets rated A.
- b. If it is important and not urgent, it gets rated C.
- c. If it is not important and urgent, you need to ask yourself if you should be the person to handle it. If it can be delegated, do so, but make sure that the person receiving the task is aware of its urgency. If it cannot be delegated, give it a B rating and keep it on your list.
- d. If the task is neither important, nor urgent, you really need to ask yourself why it is on your plate. If it can and should be delegated, do so. If not, it may be time to handle it differently. Consider letting the person waiting for this know that you have refocused and will not proceed with the task. Perhaps a refocussing of your work or business is needed. If you decide to keep it on your plate, mark it as D.

3. The prioritized list may look as follows:

- a. D. Write report
- b. A. Phone client
- c. B. Speak to staff about holiday pay
- d. B. Follow up on financial emails
- e. C. Review document
- f. B. Clean IN box

4. Next, start doing the tasks, focussing on one at a time: those marked A first, then the Bs, then the Cs and, if there is time left, the Ds.

5. Focus on the task being done and finish it. Do not get side-tracked by interruptions like phone calls or emails, except if they bring tasks of higher priority.

6. It gives a feeling of progress and accomplishment when you physically draw a line through any tasks completed. It may look like the following:

- a. D. Write report
- b. ~~A. Phone client~~
- c. B. Speak to staff about holiday pay
- d. ~~B. Follow up on financial emails~~
- e. C. Review document
- f. ~~B. Clean IN box~~

7. During the day, additional tasks will come in. Prioritize them and add them to the list. Do them according to priority.

8. Any tasks left on the list at the end of the working day goes to the top of the list for the next day, ready to be prioritized with any new items.

9. Celebrate at the end of the day by looking back at all the progress you have made!