

Time management

Being organised is the key to time management. This means establishing systems and processes that help you to perform and manage your time well. Prioritising your “must dos” will enable you to have time for all the other important things in your life.

Clarify the following questions:

- Am I planning for the future?
- Do I understand the importance of the tasks I am doing?
- Do I have the right systems in place to help me work efficiently?
- Do I know where my time goes?

Possible options

- Outsource work – it may be more cost effective to pay \$20 per hour on bookkeeping if you can earn \$25 per hour through your business.
- Learn how to say no.
- Schedule any spare time you want in your diary.
- Prioritise your work.
- Handle each piece of paper no more than twice.
- Schedule time to do similar tasks such as telephone calls.
- Block out time so that you can work uninterrupted to complete a task.
- Look into solutions that may help you to work faster and more efficiently.

Time management strategies

- Set goals for yourself.
- Find out where your time goes.
- Make a list of all the things you do and find out which ones are:
 - Important – they help you to achieve your goals.
 - Urgent – but not important.
 - Not important – daily, weekly, monthly.
- Place the time you want to have off in your diary and do things that aren't work related.
- Make a regular time to review goals and tasks to make sure you're heading in the right direction.
- Make a list at the beginning of each month and then transfer to the relevant days to “tick off” on completion and transfer those not achieved – you will soon overcome procrastination or dead tasks if you have to keep writing them up.
- Attend a time management course.
- Purchase a diary that can be both hard copy or electronic.

Further information

The following fact sheets provide further information on these issues:

- Set achievable goals
- Control your focus