



WHAT IS GOOD TIME MANAGEMENT?

Once upon a time a woodcutter got a job in a timber merchants. The pay and working conditions were good and so the woodcutter was determined to do his best.

His boss gave him an axe and showed him where he was supposed to work.

The first day, the woodcutter chopped down and brought back 18 trees. "Congratulations," the boss said. "Go on that way!"

Very motivated by the boss's words, the woodcutter tried harder the next day, but he only could bring back 15 trees. The third day he tried even harder, but he only could bring back 10 trees. Day after day he was chopping fewer and fewer trees.

"I must be losing my strength", the woodcutter thought. He went to the boss and apologised, saying that he could not understand what was going on.

"When was the last time you sharpened your axe?" the boss asked.

"Sharpen my axe? I have no time to sharpen my axe. I have been too busy trying to chop down trees..."

Abraham Lincoln said "Give me six hours to chop down a tree and I will spend the first four sharpening the axe."

Time cannot be bought, stored or stopped - every second that passes is gone forever and can never be recovered or re-used. In this respect time should be seen as the most valuable of all our resources and the only way to maximise our potential is to manage it well.

Time Management is an essential skill. It is one of our biggest management problems and one of the most difficult to change.

It is all too easy to blame somebody else for the fact that we have too much to do, have to take work home, or feel tired and stressed due to the pressure of work. We can convince ourselves that the reason other people cope better than us is because our job is different or more demanding. But in reality every job has its tensions and stresses.

Effective time management involves learning to focus on the right things, whilst letting go of some of the routine and less important tasks.

The paradox of time management is that if we spend more time thinking and planning, we would actually have more time. This is because our activities become more focused and optimised.

30 TIME SAVING TECHNIQUES

1. Plan your work daily/ weekly/ monthly/ yearly activities on paper
2. Rank items to be done in order of importance each day
3. Keep a list of things to be done in clear view
4. Group similar tasks together e.g. phone calls, visits etc
5. Always delegate as much work as possible
6. Begin tasks immediately and don't procrastinate
7. Regularly review your time management skills
8. Avoid distractions and interruptions to your planned use of time



9. Don't take on more work than you can handle properly
10. Always give yourself deadlines for completing work
11. Don't write if a phone call will do
12. Get taken off committees if your presence is not essential
13. Have a filing system with a place for everything
14. Don't let paperwork pile up on your desk
15. Don't read non-essential material
16. Avoid reinventing the wheel
17. Ask for help if needed to finish a job faster
18. Try to relax and keep fit and stay healthy
19. Always reward yourself when you achieve your objectives
20. Build into your plans an allowance for unplanned events
21. Identify recurrent crises and plan them into your routine
22. Identify time-wasters and root them out
23. Cut out activities that would not be missed
24. Don't expect everything you do to be perfect - accept that few tasks can be done to perfection
25. Don't get obsessed with details
26. Carry a notebook, listing things to do, with you
27. Before starting a new task, ask yourself 'what other tasks could I do instead?'
28. If you're travelling to a meeting, take some reading material with you in case you are delayed
29. Make a list of 3-5 things to do the next day before you finish work at night
30. Book yourself onto a Time Management course!

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- ✓ The right solutions, at the right time and location, to suit you and your business
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VALUE FOR MONEY

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