THE Rediscovery OF ME

☐ Strategy 1: Own the problem and be accountable to yourself

Don't Blame – Own it

When in a state of overwhelm many people look to blame others for their problems. We must wise up to the fact that we are in full control of the problem.

Recognize that you only have a limited amount of time

Your time is precious and finite. Remind yourself of this every day.

Getting the right mindset

Discipline yourself by holding yourself to account, but be realistic about what is possible.

Efficiency

The objective is not to make more time – rather to get more from the time you already have.

Decide to Improve the Quality of your Life

Good time management habits will make you happier, healthier and more productive.

☐ Strategy 2: It's all about having a Plan

Decide on the method that suits you

The absolute start for getting a plan in place is to have a calendar and schedule. Fill it with everything that you need in there.

You do not have to be a slave to your calendar!

Life may throw you a curve ball and you will have to deviate from your schedule. This is OK!

❑ Strategy 3: Approaching Tasks

To do lists

Have a to-do list. It should be in 'living' form and you should be able to update it constantly. Allocate your tasks time on your calendar, once they are completed mark them off.

The Key to effective time management

Tackle those big things that need to get done but you are too scared to start. I call these 'Boulder Tasks'. At first, they seem impossible to move however, once you get a bit of traction it's amazing how fast they start to move and roll down the hill.

How to get the scary tasks done

- Write a to do list of all the Boulder Tasks.
- Rank them in terms of priority.
- Set a completion date for each one.
- Allocate a time to each job to get it completed.
- Add these tasks to your calendar and block out an appropriate amount of time.

Batch your tasks

Group similar tasks into blocks of time to complete all at once. Add these blocks to your calendar.

Be realistic

Don't set yourself up to fail.

Be systematic when approaching your tasks

Do not allow yourself to be 'busy' by constantly hopping from one task to another.

Mix and match your tasks

For sanity's sake, each day should consist of some Boulder Tasks, smaller tasks and batch tasks.

Do not allow distractions

It is inevitable that we will be disturbed by new tasks. As a rule, unless the task can be completed in less than one minute it needs to be put off until later.

For those tasks that will take longer, scribble a note and look at it later during administration time. Additionally, put distractions such as mobile phones away.

Do not be tempted to multitask when working

Focus on one thing at a time.

❑ Strategy 4: Hold a Weekly Planning and Review Meeting

The Weekly Meeting

It is good practice to hold a weekly meeting with yourself where you run through the week ahead.

Be a conscious Time Manager

Plan for everything not just meetings or events - include exercise, family time etc.

Daily Meetings

For some, one weekly meeting is not enough. In this case hold a short additional daily meeting to review the day ahead and your to do list.

That Sunday Night Feeling

If you do all of this, you can enjoy the weekend and the avoid Sunday night anxiety. Give yourself a break. Did you do your best? Good. Well done.

❑ Strategy 5: Be Your Own Boss and Communicate Clearly

Learn to say 'No'

The right to politely turn things down is something that should be freely exercised.

Identify your best productivity Time

Identify your 'productivity windows' and allocate these to tasks that you find hardest.

Have A Daily Routine

This will enable you to be more productive and better manage your time.

Embrace Accountability

Take full responsibility for the way you spend your time and be fully accountable for your actions.

Communication

Be clear on what you and others feel is urgent and when tasks need to be completed for.