

7 quick tips to improve time management

1. Organise your working area so that everything you use on a regular basis is visible and within reach.
2. Develop routines for repetitive tasks such as checking email and even regular meetings.
3. Make sure you schedule tasks for when you are at your best. For example, there is no point in trying to write up a project at 9am if your optimum time for writing is 2pm onwards.
4. Develop a planning mindset by finishing each day with completing your time management grid for the following working day.
5. Use a planner such as Outlook to block off time for projects, calls, email scheduling and meetings. Always allocate more time to tasks, that way you may well win some time back.
6. Practice stress management and resilience activities, as in addition to the usual benefits, reduced anxiety will free up more working memory and boost confidence.
7. Work in short periods of time by breaking longer tasks into “bite size chunks.”