

Time Management Self-Coaching Guide

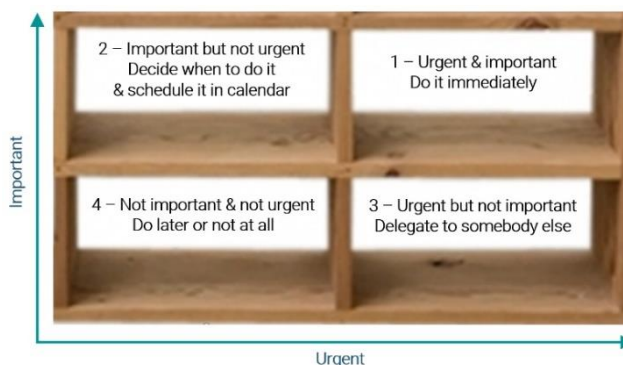
How some people seem to get more done

Time is a precious gift so we should use it wisely. Since we all have the same time available, the wisest thing we can do is use it in the most efficient way. The reason why some people seem to get more done is because they adopt good time management. And most time management can be reduced to three key principles: (a) prioritise your tasks, (b) avoid multi-tasking, and (c) do a task once only.

How can I find the time I need?

(a) Prioritise your tasks

Prioritise your tasks by deciding which tasks are **urgent** and which are **important**. In your mind, 'pigeonhole' each task using the strategy illustrated opposite. (If you like using lists, you could use the example action list given overleaf.) These four pigeonholes (PHs) are:



PH 1 – Urgent and important tasks often include responses to crises, meeting deadlines, and priority requests. Having too many of these tasks will cause you to spend too much time responding to immediate problems which can lead to high stress and burnout. Try to reduce these tasks by asking 'When is the task deadline'? If you don't need to do a task immediately, move it to PH 2.

PH 2 – Important but not urgent tasks. Putting tasks in this pigeonhole enables you to plan ahead and gain more control over your time. You shouldn't forget these tasks, so schedule them in your calendar.

PH 3 – Urgent but not important tasks often include requests from others. Having too many of these tasks will prevent you from achieving your personal and organisational goals. Wherever possible, you should delegate these tasks to somebody else.

PH 4 – Not important and not urgent tasks mostly consist of 'just-looking-busy' tasks! You should therefore do them later or remove them from your schedule completely.

Devote most of your time to tasks in PH 2 as this will bring out the best in you and those around you.

(b) Avoid Multi-tasking

Neuroscience has clearly shown that multitasking – the ability to do several things at once, efficiently and well – is a myth. Our brain cannot work like that. There's a cost in quickly swapping between tasks so we don't perform any of these tasks well. When we force ourselves to multitask, even when it feels efficient, we cause ourselves to perform less efficiently in the long run. Our brain needs to focus and respond to one thing at a time. So, wherever possible, to achieve the greatest efficiency and performance, schedule your tasks so you do them one at a time.

(c) Do a task once only

Once you have begun a task, you should complete it. It's extremely inefficient starting something and then deciding to complete it later. This incurs a penalty of having to refamiliarize yourself with the task.

"Until we can manage time, we can manage nothing else." Peter F. Drucker

More Information

M +44 (0)7711 856804 E hello@paulhollywell.com L www.linkedin.com/in/paulhollywell W www.paulhollywell.com

Time Management

Self-Coaching Guide

Continued ...

Example Action List

1. Urgent & important – Do it	2. Important but not urgent – Diary it
3. Urgent but not important – Delegate it	4. Not important & not urgent – Dump it!

More Information

M +44 (0)7711 856804 **E** hello@paulhollywell.com **L** www.linkedin.com/in/paulhollywell **W** www.paulhollywell.com