BOOST

Created by ZING365
Learning without limits

Personal Effectiveness and Time Management

Delegate Notes

Name:

Date:

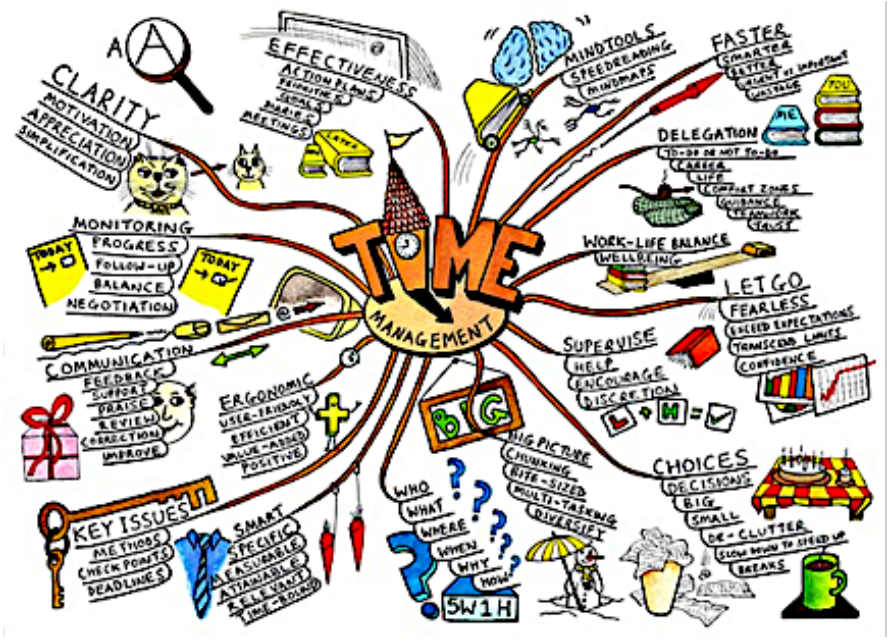
What will you learn?

This workshop will help you to develop a positive and effective approach to managing your time and workload. Through practical exercises and proven time management tools and techniques, you will learn how to improve your personal effectiveness by planning, prioritising and avoiding procrastination.

- Identify how you manage yourself and your workload
- Understand the key principles of effective time management
- Identify key activities to allow you to achieve your goal
- Differentiating between urgent and important tasks and how to deal with conflicting priorities
- Creating 'To-Do' lists and daily plans to help regain control and reduce the need to fire fight
- Being proactive, staying one step ahead and reducing the need to fire fight
- Improve your self-dicipline and avoid procrastination

Activity: Personal learning objectives

What do you hope to learn today? Please record below:



‘Manage yourself, not your time’

The idea of time management has been in existence for centuries.

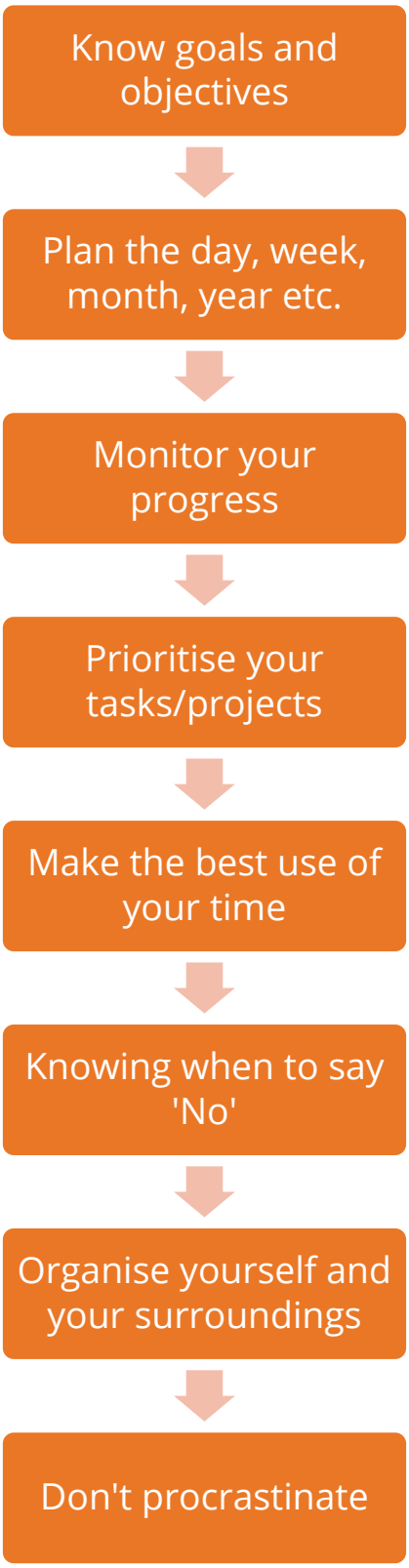
Unfortunately, the term ‘time management’ creates a false impression of what we are able to do. Time can’t be managed; time is uncontrollable. It is our most valuable resource, yet it can’t be purchased. We can only manage ourselves and our use of time.

Time management is actually self-management. The ability to plan, prioritise, organise and control our time is vital if we are to be successful and proactive.

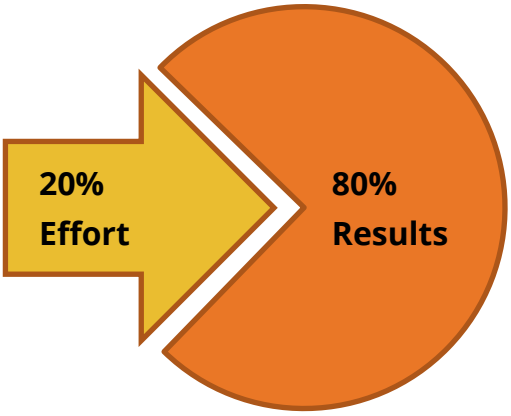
Activity: What are your time management:

Challenges	Strengths	Weaknesses

8 Steps to Effective Time Management



The Pareto Principle (80:20 Rule)



The 80:20 principle highlights the fact that a few forces in business and life have an influence way beyond their size. By recognising such key forces, and controlling them, individuals and businesses can make significant gains. The balance won't always conform exactly to the 80:20 relationship - although a surprising number match or come close to that pattern.

The 80:20 Principle in Action

The 80:20 rule can also be applied to time management, as you discipline yourself to concentrate more on the vital few activities that provide the biggest returns. Of everything you will do today - or this week - what are the vital few tasks that will have the biggest impact? How can you create more time - or better time - for them?

- 20% clients generate 80% income
- 20% clients generate 80% problems!
- Ladies wear 20% of their clothes 80% of the time

Another way to think about it is: 20% of this week's (or month's) activities will provide 80% of the benefits generated for your agency by your work.

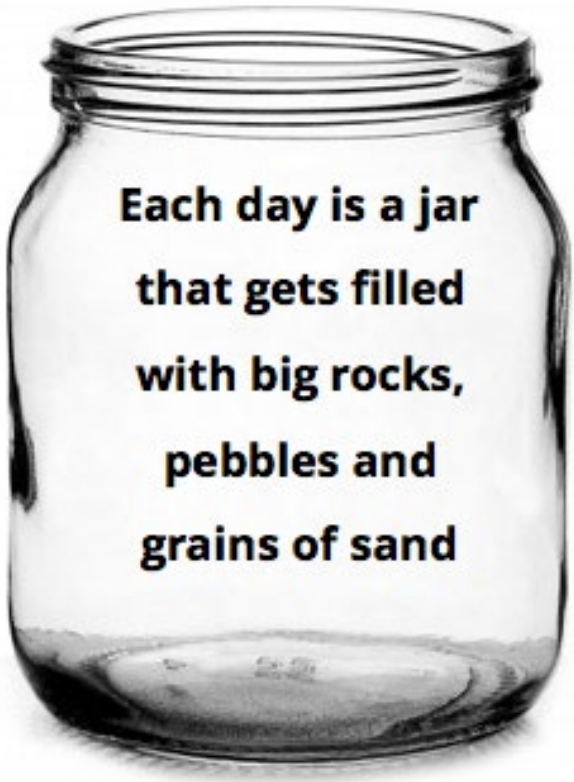
Activity:

What are the highest benefit activities carried out in the agency?

Rocks, Pebbles and Sand

The rocks represent the really important activities we need to do to be successful and achieve our agency goals.
The pebbles are the other tasks that we have to complete.
The sand is the 'rest of the stuff' that fills our day.

The point is that when we plan our day, we have to schedule the most important activities first and fit the rest around them, otherwise the little things will overwhelm you and leave you no time for the really big things.



Be clear about your ROCKS, PEBBLES AND SAND!

Activity:
In a typical month, what are your Rocks, Pebbles and Sand? List them below:

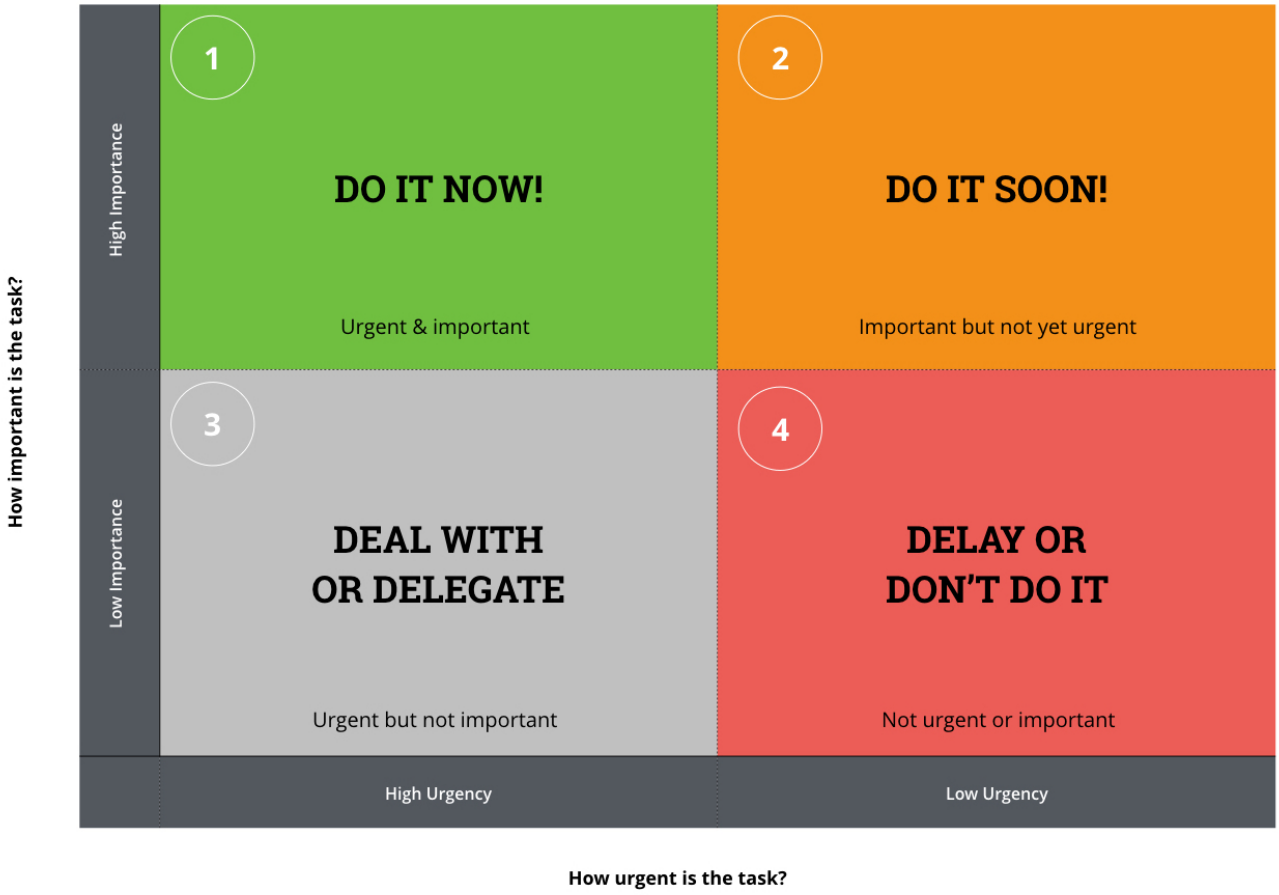
Rocks	Pebbles	Sand

Prioritising

In order to work effectively, you must ensure that the most important tasks are the ones you work on first. But defining tasks by importance alone doesn't take into account the issue of urgency. Even unimportant tasks have to be dealt with first, if they are urgent.

The degree of urgency and the level of importance has to be decided before you can prioritise effectively.

The Priority Matrix



Important = Activities that benefit the client, the business and/or are in line with your goals/objectives.

Urgent = Deadline imminent or immediate pressure to act now.

Making Effective 'To-Do' Lists

Step 1: Write your list

- Write down all of the tasks you need to complete. If they're large tasks, break out the first action step, and write this down with the larger task. (Ideally, tasks or action steps should take no longer than 1-2 hours to complete.)

Step 2: Prioritise each task

- Run through these tasks allocating priorities – perhaps consider using a letter or numbering system such as A (very important, or very urgent) to F (unimportant, or not at all urgent).
- If too many tasks have a high priority, run through the list again and demote the less important ones. Once you have done this, rewrite the list in priority order.

Step 3: Using Your To-Do List

- To use your list, simply work your way through it in order, dealing with the A priority tasks first, then the B's, then the C's, and so on. As you complete tasks, tick them off or strike them through.

Step 4: Update your list

- Many people find it helpful to spend, say, 10 minutes at the end of the day, organising tasks on their list for the next day.
- Mark the importance of the task next to it, with a priority from A (very important) to F (unimportant). Redraft the list into this order of importance. Then carry out the jobs at the top of the list first. These are the most important, most beneficial tasks to complete.

Benefits of Creating Effective 'To-Do' Lists

1. You will be much more organised and focused on high-value activities making you more valuable to your team.
2. Your focus will be extremely clear each day and your productivity can increase by 25% more by consistently working from a list.

Procrastination

"If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first!"

- ***Mark Twain***

Why do we procrastinate?

- Failure to plan
- Fearing failure
- Tasks too complicated – not sure where to start
- Not having enough information
- Not interested/challenged by the task
- Perfectionism

Tips for avoiding procrastination?

- Accept that procrastination is common and that you are not unique.
- Fearing failure is absolutely normal. By facing our fears we can solve our problem
- Tackle your areas of procrastination by doing little things. Tell yourself – "I am wasting my time" and adopt the "do it now" approach
- Take time to clearly identify task objectives and priorities
- Break tasks down into bite-sized chunks so they don't seem so daunting
- Be positive when facing procrastination. Congratulate yourself when you succeed in overcoming it
- Adopt 'single handling' thinking. You will pick up a job once and once only. Put it down when it's finished
- Never choose low priority work in front of high priority work
- Control your socialising. Good working relationships are fine but no more
- Schedule 'start time' as well as 'finish time' for work being planned

Activity: When do you procrastinate? What tasks do you put off? How can you avoid procrastinating?

Notes / Personal Action Plan

Use the space below to record any notes and/or actions you plan to take after this Boost Workshop.