

Effective Time Management

“Time Management means investing a little time now to learn and thus change aspects of our behaviour to ensure that we spend our time achieving what we want rather than just being busy. Anyone can be busy but we need to be busy doing the right things.”

Effectiveness means being productive and capable of achieving. It’s about choosing what to do and what not to do. It’s about doing the right thing.

Efficiency means working effectively with the least waste of effort. Efficiency is about doing things the right way. It’s about choosing how to do things.

To help optimise both of these traits:

Set Goals

- Know what you want
- Establish your objectives
- Set milestones

Plan

- Understand your timeframes
- Plan in your key milestones
- Establish priorities
- Schedule activities
- Remove time wasters

Act

- Focus and commit
- Change poor habits
- Be disciplined
- Regularly review progress