

TIME MANAGEMENT

POOR TIME MANAGEMENT

1. Write lists
2. Use calendar
3. Set days off
4. Employ some one else
5. Read a book/gather tips, ideas
6. Use a diary
7. Organise time with kids/childcare
8. Set jobs in Urgent/Important categories
9. Set afternoons, 1hour on/ 1hour off
10. Work after 7pm
11. Work before 7am
12. Stop work between 5-7pm everyday
13. Turn on laptop after kids are sorted in mornings
14. Turn laptop off same time each night
15. Rota days with friends for school runs
16. Work 1 weekend a month
17. Set scripts/job description for each task
18. Complete 1 job before starting another one
19. Clear desk space and doors
20. Remember the secret, time is our friend not to be used as a tool against us