

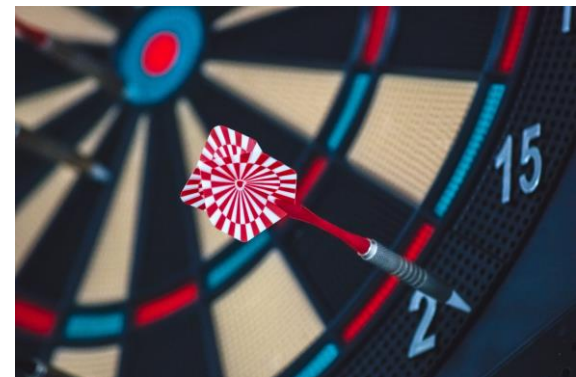


**Plan Your Time**

# Plan Your Time

By the end of the Power Hour you will be able to:

- Recognise the main reasons that you struggle to manage your time
- Clarify the main purpose of your job, and identify the tasks that matter the most
- Use a selection of models and practical ideas to plan and prioritise your time in order to maximise your effectiveness



# Focus

- People with energy but little focus are well-intentioned, hardworking people who confuse 'doing' with 'achieving'.
- People with little focus rarely plan or reflect so are in a constant state of fire-fighting, or 'running to stand still'.
- Before you leap into action, or say 'yes' to a request, take a moment to think. WHY are you going to do this? What benefit will it bring?



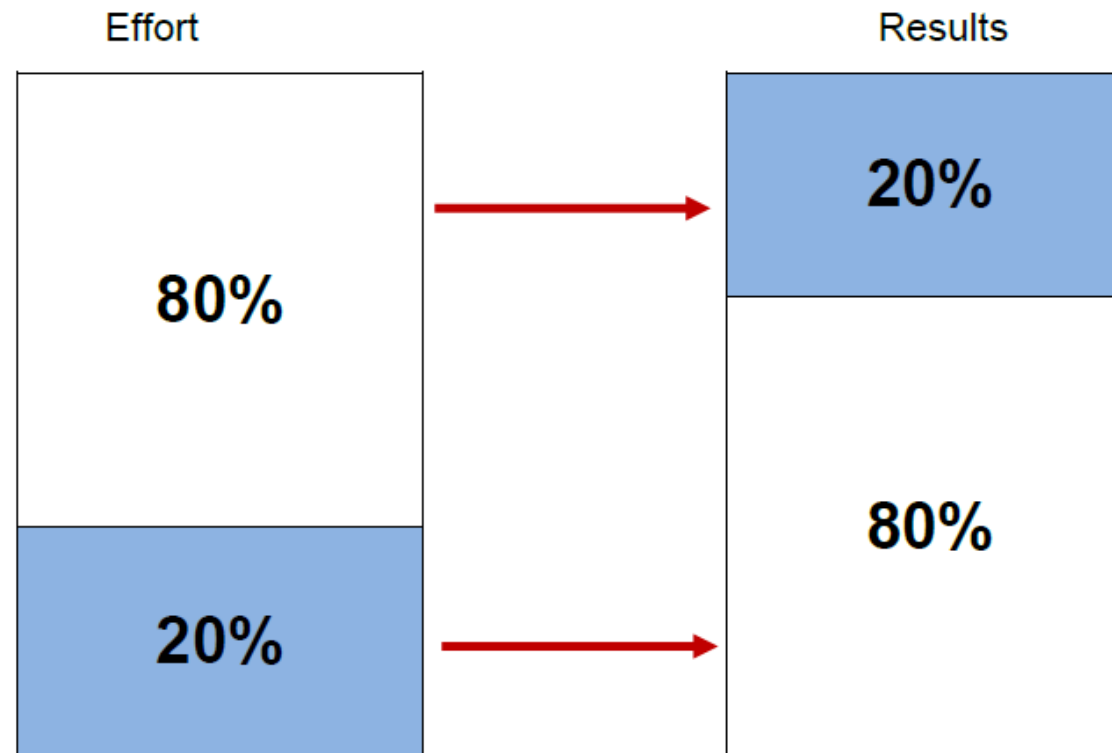
# Procrastination

The sources of procrastination are many, but can be summed up under three headings:

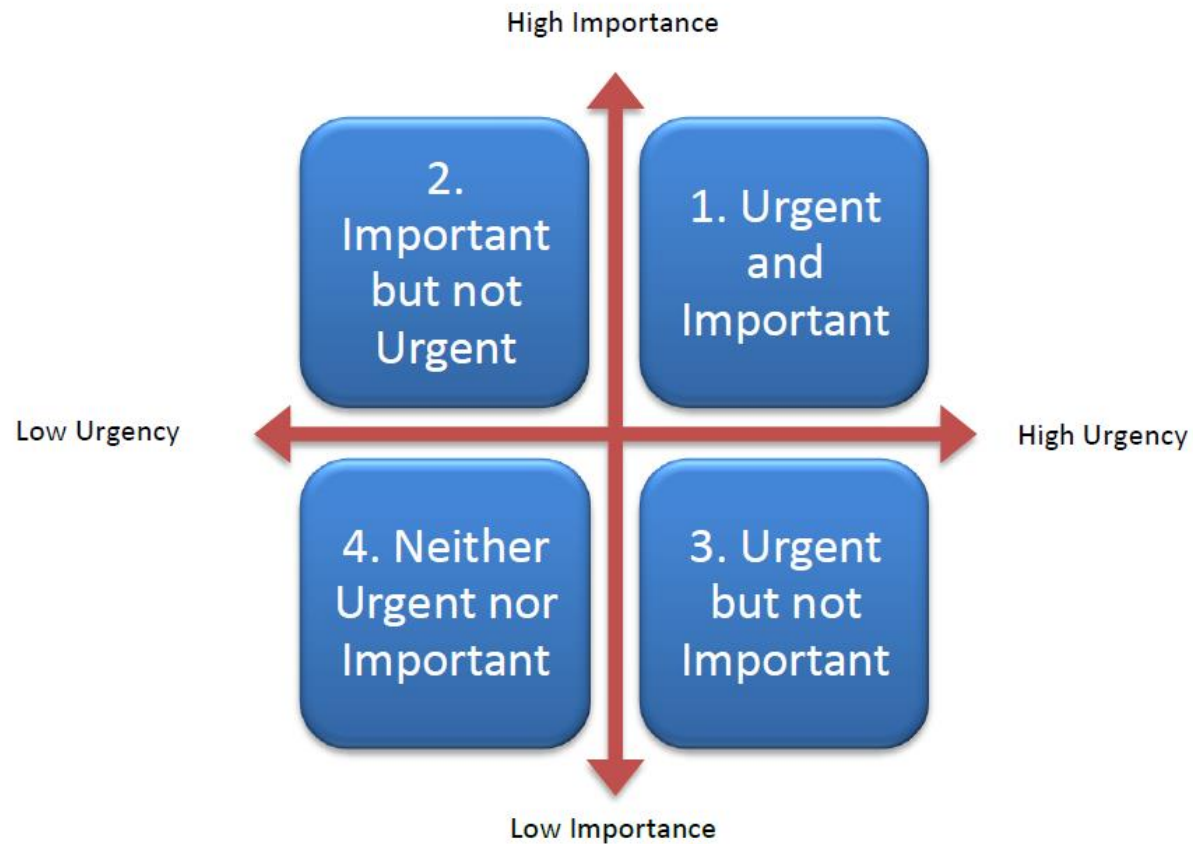
1. Lack of **clarity** about what is expected
2. Lack of **confidence** in your ability to complete the task
3. Lack of **commitment** (enthusiasm) for the task in hand



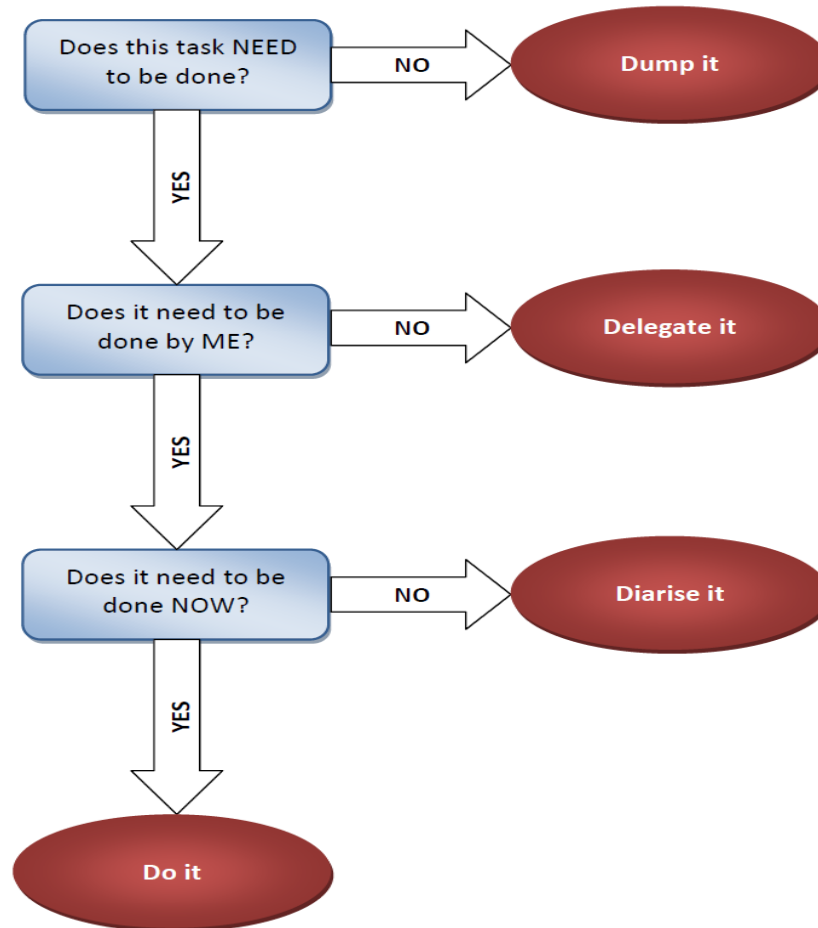
# The Pareto Principle (80/20 Rule)



# Taking Control: The Eisenhower Grid



# Using the Eisenhower Grid



# Three Tests for Tasks

## Test of NECESSITY

- Am I doing it out of habit or because I like doing it?
- Is it still necessary?
- Will it help me to achieve my outcomes?

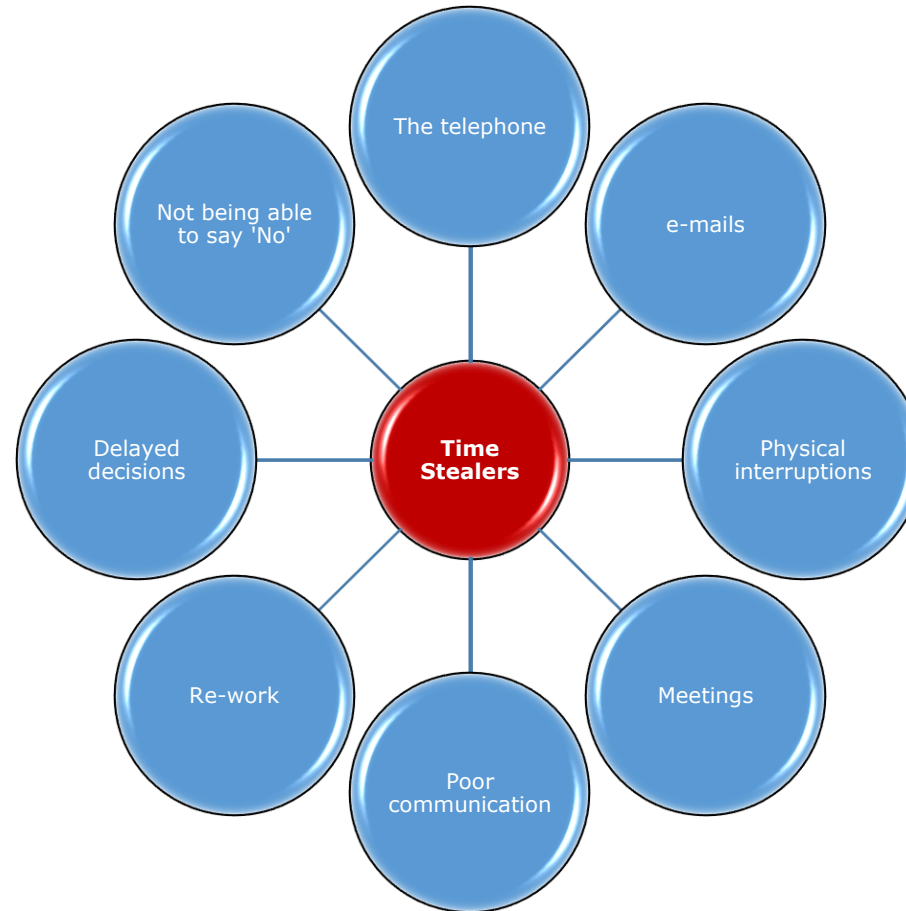
## Test of APPROPRIATENESS

- Is this something I should do?
- Should someone else do it?
- Am I depriving someone else of a development opportunity?

## Test of EFFICIENCY

- Am I correcting something that should have been done properly?
- Do I, or any of my team, need to do this task?
- Am I doing it this way because it has always been done this way?

# Get Tough with Time Stealers



# Make it Work at Work

What are you going  
to **DO** as a result of  
this Power Hour  
Session?





Thank You  
&  
Good Luck