

# Become an Ultra-Productive Time Manager

Time is our most valuable finite resource. This workbook helps you analyse how you use it and provides tips and techniques in becoming an ultra-productive time manager.

If you have any questions or would like to book a FREE initial consultation, please contact us

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**LB by Linda Burke**

# 1. Where am I going?

**Defining your long-term goals.** Start with the most important question: *What do you want to achieve in the long-term?* Consider both your personal ambitions and business objectives. Take time to reflect – this is the foundation for shaping your priorities and determining the steps to get there.

PERSONAL AMBITIONS:

**What are the three most important things to achieve in the next 3 years?**

- 1.
- 2.
- 3.

BUSINESS AMBITIONS:

**What do you want to deliver for your business in the next 3 years?**

- 1.
- 2.
- 3.

## Review:

- If you achieved all of them, what will the consequences be for you, your family and your business?
- Which ones will require a change to your current lifestyle?
- Who do you need to talk to about the changes?
- When will you review the list for practicalities?
- When will you start putting the implementation plan together?

## 2. Spending Time

**My week.** While your opening credit of 168 hours remains fixed, you have flexibility in adjusting certain debits. This helps you analyse where your time actually goes and start to identify opportunities to optimise it.

### A TYPICAL WEEK

OPENING CREDIT: 168 HOURS	
	Debit (hours)
Working at home in the evening	
Travelling to and from work	
Other travelling - either family or business	
Client / supplier meetings	
Teams/ Zoom calls	
Meetings	
Unplanned interruptions and crisis management	
Emails - composing, sending and replying	
Business reports and presentations - writing & reading	
Business planning and performance reviews	
Updating people about the business (internal and external)	
Networking - meeting colleagues from similar businesses	
Showering, dressing, eating, sleeping	
Watching TV	
Keeping fit	
"Weekend jobs"	
General time with family / friends	
Personal development activities	
Hobbies	
<b>Total (A)</b>	
	Subtract (A) from 168
	Total hours available =

**Management time.** Consider the time you spend in each zone of management. This is not about listing tasks but rather examining your thought process as a manager. Focus on the broad patterns rather than precise figures – this is about identifying major differences and gaining a realistic view of your role.

Activity	Time		
	% Like / should	% Actual	% Ideal
Thinking			25
Planning			25
Managing			25
Doing			15
Reviewing			10
Total	100%	100%	100%

**People and your time.** Certain individuals may take up a significant portion of your time—some of it planned, therefore usually productive. Some of it unplanned therefore railroading your plans for the day. Take time to identify those people and explore strategies for managing how they use your time more effectively.

1. Identify the one individual or group of individuals who take up most of your time.
2. How do they use your time and what are the problems associated with this?
3. What actions **can** and **are** you going to do, so that this individual or group will use your time more effectively?

## Review:

- What activities need more time?
- What activities need less time?

### **3. What am I paid to do?**

Stepping back to ask a key question: *What am I actually paid to do, and what is my current reality?* Work is dynamic, and there is often a gap between formal responsibilities and the additional areas that demand your time. Take time to reflect on how your responsibilities align with the actual demands of your role.

#### **List 5 key formal job responsibilities:**

- 1.
- 2.
- 3.
- 4.
- 5.

#### **Other responsibilities that have crept into your role over time?**

- 1.
- 2.
- 3.
- 4.
- 5.

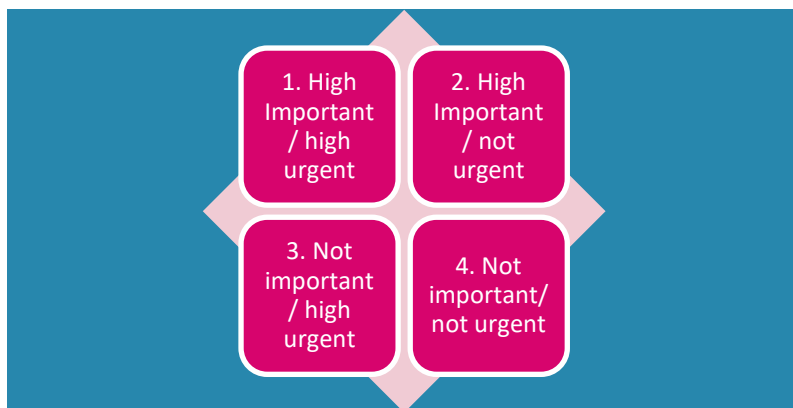
#### **Review:**

- Is there a gap between what you are paid to do and what is your current reality?
- How does this impact on your ability to achieve your objectives?
- Is there anything that you could delegate, outsource, utilise technology or stop doing?

## 4. Task Identification

**Time to focus on the details of your task list.** Capture everything in your in box – and beyond. Separate paper required! Categorise tasks based on urgency (time sensitive or status related) versus importance (directly to your objectives). Once mapped out, setting priorities becomes straightforward – you decide what to tackle first based on this analysis.

<b>Important</b> = jobs that directly relate to your objectives	<b>Urgent</b> = jobs with time deadline or status demands attention
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Priority	Task	Delegate to?

### Review:

- Which tasks align most with your core objectives?
- Which takes up time but doesn't contribute to your goals?

## 5. Handy Hints to Regain Control

### Know yourself

- If you procrastinate: Pick on one weak area at a time
- Do not destroy your good ideas with negative fears before you have even tried
- Do not be a perfectionist in everything you do - only the important priorities
- Set yourself deadlines and time scales for jobs
- Start the day off with either an enjoyable or horrible task

### Daily routines

- Plan tomorrow, tonight. Create a daily plan with similar tasks grouped together
- Set one key objective for the day - and do not leave until you have done it
- Set a planning and review 30 minutes at the start and end of the day
- Limit interruptions
- Get to know your best time for working and do the most important things then

### Planning tips

- Do not just rely on your ability to fight fires
- Procrastinate less, do not leave things to the last minute
- Keep your main objective in mind - do not get side tracked
- Remember that things usually take longer than you would think - be realistic
- Encourage your whole team to help not to hinder each other

### Delegate

- Do nothing you can delegate - it takes time but saves in the end
- Do not delegate responsibility without delegating the authority
- Expect your standards of performance to be met consistently
- Be aware of their work pressure - do not unnecessarily interrupt them
- Are you their problem, must they regularly wait for instructions?



# Key Actions

- What are you going to do differently?
- Who is going to provide you with support?

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