Organising Your Time

We live in a stressful world and time seems to be always running short.

Organising your time is an excellent way to balance your workload and your leisure activities.

Organising your time effectively at work includes planning and controlling how much time you spend on certain tasks and activities.

Mastering time management can help you to accomplish tasks more efficiently, lower your stress and help you "steer the ship" of your business goals and projects better. Hands down (pun intended.)

"You may delay, but time will not."

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What hours do you devote to your business?

What hours will you devote to other areas? (List the areas if possible.)

How will you minimise or eliminate distractions?

Where will you store your daily schedule? What will you do to ensure you are scheduling everything you need in your day?

Critically assess your current schedule. What are you spending the bulk of your time on?
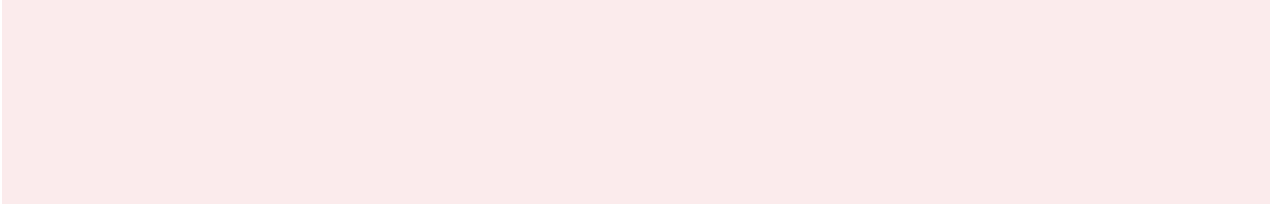
List top 4-8 activities

1.
2.
3.
4.
5.
6.
7.
8.

*Where are your **#TimeSucks**? Definition: Those things that take up **A LOT** of time without providing a lot in return?*

*What's distracting you? What tasks are **#TimeLeaks?***

Are these any holes in your schedule that you can better utilise?

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"Yesterday is gone. Tomorrow has not yet come. We have only today. Let us begin."
– Mother Teresa