

10 Tips to Save You Time

1. Constantly ask, "What is the best use of my time right now?"

What is my highest priority right now? For what purpose am I doing this?"

This is a great focusing question. It makes it easier for you to stay on task with activities that really make a difference.

At the end of your working day, you'll be less stressed knowing that you've already dealt with your highest priorities.

Eliminate the urgent tasks as they usually have short term consequences.

Important tasks are more likely to have longer term or goal related consequences.

Attach a deadline or timeline to each item.

2. Set goals (make them 'SMART' ones)

Decide what you need to do, the day before, give them a priority 1,2, 3, & 4 and start on the 1's.

Prioritise and identify what you value. Organise it in a way that makes sense to you.

Focus on those that add value. This will give you direction and focus your energies.

Smart goals are specific, measurable, achievable, realistic and have a time frame.

Spend time planning and organising, it will return dividends.

For more details on smart goals see my blog... "Setting goals to Achieve Results" at...

<http://www.lastingtransformations.com/blog.html>

3. 'No' is your most powerful time management tool

When you know what your values are and when you have a clear set of goals in all areas of your life, you are in a much stronger position to politely and appropriately say 'no' to potential time-stealers and less relevant activities.

4. Manage your energy well and time looks after itself

Think of your energy levels as an indicator as to whether you are managing yourself effectively.

If your energy levels are low or flagging, look for things that are distracting you.

Ask yourself "what can I do differently to improve this? Be flexible and allow time for interruptions and distractions. They will occur, believe me.

5. Allocate in your diary regular time out gaps.

Why be super-efficient if you don't take time to enjoy life and the amazing world we live in?

When did you last take a complete weekend off - no email, no business calls, and no responsibilities other than the people you're with?

It's a house-keeping process that helps you function better. You need time out to reflect and keep your life in perspective. You'll come back fresher and you'll also produce better results.

Give your conscious and sub-conscious mind time to talk to each other - you'll be amazed at the results. Keep all your appointments in one diary and if it is not big enough, get a bigger one that works for you.

6. Ask "How can I do this task more efficiently?"

There are always better ways to do things.

Every time you do a task, look for a shortcut, a way to trim a few seconds or a minute off the task. They mount up to a surprising total over a week.

How do you manage your paperwork?

Do you put things away when finished with them?

How many unnecessary steps do you take in a day?

Handle your mail once and all your documents.

Remember the 3 D's:

Delegate,

Deal with it – do it, or

Delete it.

Notice how often you say in frustration, "I forgot to get / do..." ?

Time-saving efficiencies are all around us, but most people don't go looking for them.

Instead, they just complain about lack of time!

7. Consider your biological rhythms and time

When do you do your best work, morning or afternoons or at night time?

Are you a lark or an owl?

It makes sense that you'll do your best work when you are at your best and that also means allowing enough sleep (8 hours a night on average) to keep you fresh and functioning effectively.

In additions looking after your diet and planning enough exercise to keep you functioning effectively will pay dividends too.

8. Eliminate clutter in all areas of your life

When you walk into a clean, tidy environment, how do you feel?

The more you're connected to that environment, the more impact it will have on you.

Someone else's messy and untidy space may or may not have an obvious effect on you, but I guarantee you'll virtually never want to linger.

Some people only sort out possessions and 'stuff' when they move houses; others do it every spring. Run a constant 'clutter filter' on yourself.

Make it part of your daily routine and it's never a 'big' job.

Instead of saying I'll just put it here and deal with it later, get into the habit of dealing with it now.

The reality is, even if you do think about it again, why would you want to?

Old 'stuff' is seldom used again by you. Why not recycle it and let someone else have the chance to get value. Imagine every item you hang onto has an invisible silver thread connecting you to it. Does it energise you or just get in the way?

9. **Every week, block in a few important non-urgent actions**

It's too easy to get caught up in everlasting deadlines. Change that emphasis by making appointments with yourself, written into your diary or organiser, to work on one or two activities per week of long-term and long-lasting value.

Not sure what you could do? Think of the big tasks put off until you 'have time'. Almost certainly they can be broken down into small chunks.

10. **Avoid doing your emails first up in your day**

If you get hooked into email first thing in the day it takes over. In fact, it's an addictive medium. Instead, **you** take control of your day.

Spend time on the most important tasks for the day, and (unless it's *truly* vital) don't look at email until at least mid-morning, and then only for a defined chunk of time.

Have two or three email slots through the day and you'll keep on top of most of it, with the occasional bigger catch up session.

If people rely on email for urgent information they're using it inefficiently. How do you know someone has read your urgent note unless you've spoken to them?

A phone is still almost always the best way to alert someone that there's something urgent waiting.

Communication is only what is received, not what is sent.

Colin Slater: Specialist Life Coach

If you liked these tips visit <http://www.lastingtransformations.com> for more resources to assist you.

