

Prioritising your Time

Do you waste time on the wrong things and want to achieve more but don't know how to prioritise?

What does it mean to be focussed? Maybe it's about keeping your eye on the ball, maintaining concentration and not getting distracted. People who are focussed achieve their dreams!

Staying focussed requires self discipline which involves setting boundaries and being able to say *no* to things which cause you to drift away.

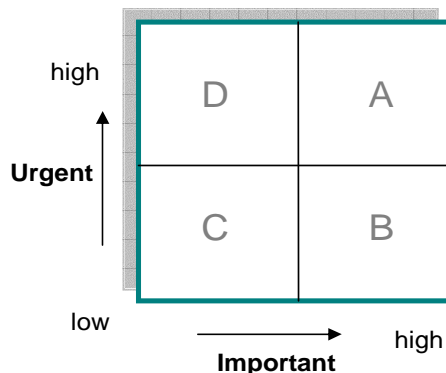
The three most critical things to be able to say NO to are:-

- Yourself
- Others
- Phone/Emails

This means being in control of your time and constantly asking yourself "is this helping me to achieve my goals"?

Coaching Exercise

People manage their time in different ways. Some keep it in their heads whilst others routinely make lists of actions, goals and targets. Try this 4 D model which is based on the Stephen Covey time management model.



A = **Do it now**, with no excuses

B = **Defer** and plan it another day

C = **Dump it**, you need to say NO

D = **Delegate it** to someone else

How well do you manage your time?

1. Write down all the things that you want to do this week/month.
2. Identify if they are low or high urgency and importance.
3. Transfer them into the grids.

Most people give into the urgent, which means they spend all day long fire fighting, instead of focussing on their priorities which are the important activities. The main reason for this is that we like to procrastinate – why, because we feel overwhelmed. By writing things down and prioritising them it keeps us focussed and energised.

Useful Links

www.mindtools.com/pages/main/newMN_HTE.htm

www.businessballs.com/time.htm

www.rememberthemilk.com

www.joesgoals.com