



If You Enjoy This Book, You'll LOVE These...

Finally... Get Things Done with 'The Action Machine'

Watch the online video now to discover a simple 3 step system for taking more action in less time!

[Click here to watch the video](#)

Alien Technology Can Make You Rich!

Read the shocking story of how alien technology turned a poor homeless boy into a millionaire practically overnight!

[Click here to read this amazing story!](#)

If You're having Trouble Getting Your Business Started...

If you want your own business but just can't seem to get things off the ground or make any lasting progress you need these Mind Mapping Tricks!

[Click here for more details](#)

How to Use the Law of Attraction to Get Rich!

Discover how you can use the Law of Attraction to make \$900 in the next 60 days, and have financial abundance for the rest of your life!

[Click here to find out more](#)

For More FREE Books Visit:

www.freebookoftheday.com

You may freely distribute or sell this ebook. The content of this book must NOT be edited, changed or added to in any way. If you would like to make money giving this book away please [click here for details](#)

How to manage your time effectively

We live in a 24 hour, seven day a week world. Technology has speeded up processes, but as a result, we put so much pressure on ourselves to fit more and more things into our busy lives. It is no wonder people can find themselves at times overwhelmed with the sheer volume of things to fit in and achieve each day.

This guide will help you take a step back from your life and look at how you manage your day to day tasks and help you prioritise and plan your life to help ease your stresses...both in work situations, managing your home and in other aspects of your life.

What takes up your time?

In order to evaluate what you do in your time, the first step is to look at the tasks you do on a daily and weekly basis.

Put aside 15-20 minutes of your time to list down what a typical day / week consists of. List the tasks that you do in brief terms (i.e: cleaning kitchen, shopping, checking e-mails, meetings, etc.). If it is trying to manage your time better at work, concentrate on your working day hours. If it is trying to get a better work / life balance, then think about the day as a whole.

Now make a rough calculation next to each task or activity of how long you spend at a time doing those things. Rarely are two days and two weeks the same, but this exercise should give you some idea on the general activities you perform each week and roughly how long you spend doing them.

Once you have done this exercise, sit back and examine your list. Are there any surprises there? Are you doing more of something than you thought or would like to? Are you not doing enough as you thought or would like to in a particular area? Is there anything on the list that takes up a lot of your time that you could not do as often or for not so long? Is there a lot of waiting around in between activities? Do you waste time?

It may be that you spend a lot of your working day reading and responding to e-mails. In a lot of organisations, e-mails are plentiful and constantly incoming. This can easily distract you and slow down your progress with your other tasks. If this is an area that is problematic, try to resist the urge to check your e-mails every few minutes and turn off the incoming mail button. The beginning, middle and the end of the day should be sufficient to check and respond to e-mails.

No matter what the problem areas are, think of things that take up a lot of your time in your day that you could cut down on, or even eliminate altogether. If it is something you enjoy however but is not particularly productive- i.e./ catching up with friends on Facebook or other social networking sites, you

don't need to cut these things out of your life altogether, but perhaps set some stricter time limits on yourself for how long you are going to do it for.

Failing to plan is planning to fail...

Keep a diary or a planner and plan as much as you can in advance what you need to do. If you can see things on paper in black and white, it is easier for the brain to process and can help with that panicky overwhelming feeling when you have lots of things to do.

Some examples of some weekly planners can be found on the following four pages. Feel free to photocopy these, either the portrait or landscape versions. Whichever you feel more comfortable with. If you want to, you can always produce your own and tailor it to suit your own week even more.

...but be careful not to plan too much into your day! Be realistic about the time that you have and above all, be kind to yourself. Also, unexpected and unplanned things can always crop up each day – such as your child coming home ill from school, the car breaking down or your computer crashing. That's life. Priorities then change and you may need to change your plan around. Try to plan a little contingency time into your day to allow for the unexpected or for things to take longer than planned. Don't beat yourself up over the things that you have not managed to do. Tomorrow is another day...

An example of a weekly planner for work or at home:

	Things to do / Priorities (am)	Things to do / Priorities (pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

An example of a weekly planner for a stay at home parent:

	To do before school	To do while at school	Afternoon / Evening Activities	Evening Meal
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday	<u>Things to do:</u> <u>Evening meal:</u>			
Sunday	<u>Things to do:</u> <u>Evening meal:</u>			

Prioritise ruthlessly...

While you are doing your planning, keep in mind what the priority jobs and tasks are that you need to complete. Write down what you actually need to do today. Ask yourself, “do I truly need to accomplish each of these today, or could some of them be done another day?” It is a good idea when planning for your day / week to number each task in order of importance. For example, filing could be considered a lower priority than sending out invoices to customers.

When deciding what is a priority task, consider whether there are any actual deadline dates / times that you have to adhere to. Make a note of those on your planner or in your diary. Do consider also that sometimes people will ask you do something today when it may not be a priority on your list of things to do. Be kind but firm with people are asking you do to things with little notice. Question whether the task could be done for another day. It could be that the person had not realised how busy you are, but it also important to recognise and appreciate that other people have their own priorities and deadlines. So it is important to be tactful and negotiate a compromise on deadlines when and where possible.

When you are faced with a big pile of things to do, go through them quickly and make a brief list of what your tasks are. Decide what the most important things to do are and when these things need to be done by. Are there any actual deadlines? Where possible, try to do one job at a time. A feeling of closure after the completion of each one can greatly reduce your anxiety and stress levels.

Ask for help!

People often take everything on themselves as they see this as the easiest option. They don't want to offend others by saying no or asking someone else to do it and they don't want to be perceived as bossy or not in control of their workload. They may even be mistrusting of others of whether they will do the job as good and fear the loss of the control over the task.

It is so important to get some help if and when you can, for the sake of your own health! You cannot possibly take on the whole world without some support and help from others. Ask for help from colleagues at work and family / friends if your stresses are closer to home. If you are feeling pressures at work, talk to your manager about your workload. A good employer and a responsible organisation will want to look after their staff and would not want you to feel so overwhelmed with the volume of work you have. It could be that they had not realised what your job entails and the amount of time it takes to do it. Jot down your main tasks and what you have done to make the best use of your time and talk to them about this. It may be that they can delegate some of those tasks to another member of staff or may give them some evidence to recruit additional members of staff. They may even consider outsourcing some tasks to an external organisation to relieve the pressures.

Remember, you don't need to be a manager to delegate. It is just about asking someone nicely if they can help you!

Learning to say no.... at least sometimes!

It is so important to be realistic about the time you have and learn to say no on occasions. You do not have to do this in such a way as to cause offence, but you need to protect yourself and understand that you cannot do and take on everything yourself. Communicate to others more effectively and be firmer with people. Where possible, establish your own time scales for doing work. Communicate that you need 1 weeks notice to produce certain tasks for example. Examples of how to approach this are:

"I'm a bit snowed under right now, but if you leave it with me I will see what I can do in the next few days"

"I completely understand that you need this doing as soon as possible. However I do really need to do...(x , y and z). Is there anyone else that you could ask that could give it the attention it deserves?"

Eliminate distractions

For tasks and activities that you need to concentrate on, where possible, try to plan these into your day at times when you will be less likely to be disturbed or distracted. Try to plan these tasks that need more concentration at quieter times of the day. Is there another room or office that you can go into? Can someone take the children off your hands for a couple of hours? Be firmer with those around you and communicate that you would appreciate a couple of hours of peace and quiet and not to be disturbed. Divert your telephone also and do not be tempted to also be checking e-mails, etc. during this time. Sometimes some calming music or the radio on in the background can help, but for others total peace and quiet works better.

By eliminating these distractions and by giving yourself permission to just concentrate on one task for an allotted time can really help you get more on top of your workload and feel more in control.

Set yourself time limits for tasks

Are you spending too much time on the detail of a task or activity? Would you describe yourself as a perfectionist? Although there is certainly some truth in the old adage 'if something is worth doing it is worth doing well', when you are up against it, for some things you really can give yourself permission to cut a few corners on certain tasks. Not everything in life really does need to be done to such a high standard. If you are producing an essay or an important document for the management board, time and quality really does count. However, do you really need to clean every nook and cranny of your house each week? Not everything in life needs to be completed and finished to such a high standard. Be kinder to yourself!

If you are indeed a perfectionist and find cutting corners difficult to do, try and set yourself time limits to complete certain tasks. If you are spending 2 hours each morning checking e-mails, say that you are only going to do it for 1 hour and return to them later in the day if necessary. If it's taking you an hour each week to clean the bathroom, try to do it in 45 minutes. Recognise that you don't need to clean every shelf and every surface of your home each time. Alternate what you do. It is called spring cleaning for a reason. It is unrealistic and in fact unachievable to clean your whole house to that high standard each week (without an awful lot of help or unless you live in a one room house).

Again, it is important that you prioritise your workload and not spend unnecessary time on the less important things.

Establish routines...and stick to them!

You will feel that you can manage your time a lot better if you have more routine in your life. Try not to be too prescribed as other things can crop up that mean you may not be able to go shopping each Thursday evening for example, but if you establish better routine in your life, it will help you feel more in control of your life. Your planner / diary as discussed earlier will help with this.

Getting organised

Organising your systems will also help your mind feel less cluttered and will save you a lot of time in the long run. Put some time aside to sort through that pile of papers that has been sitting in the corner of your desk, tidy your files on your computer, de-clutter your drawers and wardrobe. This really is a valuable activity that is worth investing the time in doing properly.

Remember:

a tidy and clutter free environment = a tidy and clutter free mind!!

In-between times

Try to make better use of those times you have in the day when you are waiting around. For example, on train or a doctor's waiting room. Take reading along that you need to catch up on or use the time to do some diary planning for the following few days.

However.....

Do give yourself permission to do absolutely nothing at all on occasions. This is just as important as trying to cram the maximum amount you can in a 24 hour seven day a week period! It is essential that you have time to relax and do nothing also. If you find this difficult to do, use your diary or planner to plan a day or at least an afternoon a week where you do nothing or do activity that will relax you; such as watching a movie, reading a book, or even sleeping! You will really look forward to that time and will keep your motivation levels going and your ability to function better.

If You Enjoyed This Book, You'll LOVE These...

Finally... Get Things Done with 'The Action Machine'

Watch the online video now to discover a simple 3 step system for taking more action in less time!

[Click here to watch the video](#)

Alien Technology Can Make You Rich!

Read the shocking story of how alien technology turned a poor homeless boy into a millionaire practically overnight!

[Click here to read this amazing story!](#)

If You're having Trouble Getting Your Business Started...

If you want your own business but just can't seem to get things off the ground or make any lasting progress you need these Mind Mapping Tricks!

[Click here for more details](#)

How to Use the Law of Attraction to Get Rich!

Discover how you can use the Law of Attraction to make \$900 in the next 60 days, and have financial abundance for the rest of your life!

[Click here to find out more](#)

For More FREE Books Visit:

www.freebookoftheday.com

You may freely distribute or sell this ebook. The content of this book must NOT be edited, changed or added to in any way. If you would like to make money giving this book away please [click here for details](#)