

Q2: THRIVING & CONNECTED WORKPLACES

TIME MANAGEMENT TACTICS

Time is a finite resource and ways to manage deadlines can sometimes elude us. When you don't manage your time and energy well, life can feel out of control, and you are constantly chasing your own tail. When you do manage these resources well, you find you can better prioritise, and have better balance in your life both at work and outside of it. You then not only have time for those tasks that others ask you to do, but you also have time for those activities you choose to do, thus adding to your enjoyment and wellbeing.



HELPFUL TIPS

Time management can be defined as “the decision-making process that structures, protects, and adjusts the way we spend our time.” Here are three key skills that you need in order to do this well:

- **Awareness:** think realistically about your time by understanding that it is a limited resource.
 - This also includes bringing self-awareness to how you prefer to schedule your time. Do you like to have thinking time first thing in the morning, or later in the day? When do you prefer to do your regular admin tasks? As much as you can, organise your day so it fits with the way you work most effectively.
- **Arrangement:** design and organise your goals, plans, schedules and tasks to effectively use the time you have available.
 - The urgent-important matrix is a way to think about priorities. The horizontal axis goes from urgent on the left to not urgent on the right. The vertical axis runs from important at the top to not important at the bottom. You can then arrange

your tasks in this matrix to help you decide how to organise your time. For example, anything that is urgent and important is prioritised. Anything that is not urgent and not important is put at the end of your to-do list, or perhaps let go.

- **Adaptation:** monitor your use of time while you carry out your activities, including adjusting for interruptions and any changes in priority.
 - For example, try to reduce the errors you make in estimating how long something will take you; break down long-term challenging goals into smaller parts that are easier to achieve one at a time over shorter periods of time; create do-not-disturb time slots for concentrated effort.

Following these steps can help create more order in your day, and less going-around-in-circles in your mind. Don't delay – apply one of these steps today!

To arrange an appointment, call AccessEAP on 1800 818 728.

CONNECTION TO PLACE, BODY, CULTURE & NATURE