

facebook

Making the most  
of your time





# WHAT ARE WE GOING TO COVER TODAY?

What should I be doing?

When should I be doing it?

Break


What's stopping me doing it?

How can I say No?

Making commitments





The background is a dark, heavily textured surface, possibly wood or stone, with a mix of dark brown, black, and grey tones. A white-outlined speech bubble is positioned in the upper left quadrant, pointing downwards. Inside the bubble, the text "What do you do already to make you productive?" is written in a white, sans-serif font.

What do you do already to  
make you productive?





Top tips to be more productive





Tip 1: Work on the right thing





# GOALS

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Career

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Long term strategic (2+ years)

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Short - medium term strategic (6mths – 2 years)

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Relationship/ Network

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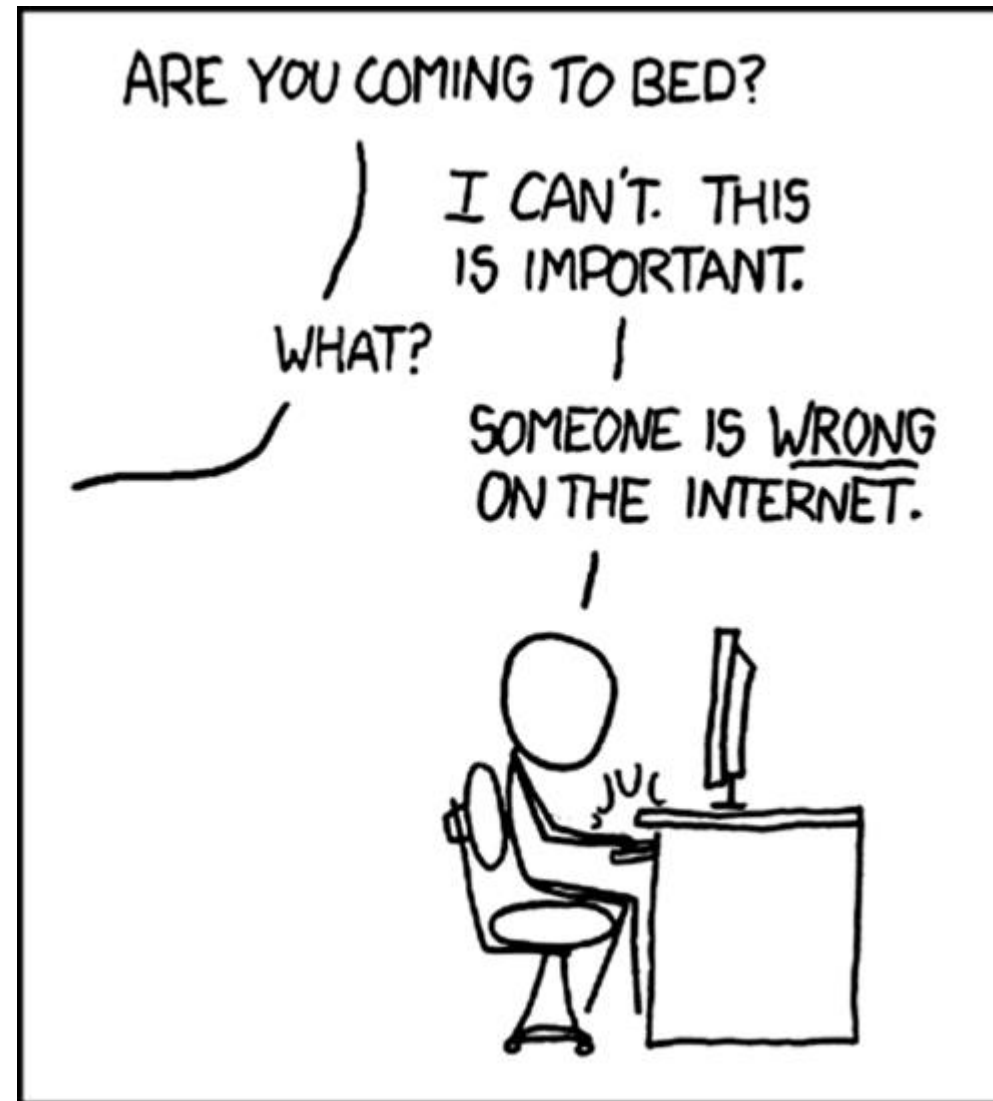
Development

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Project/ Task Specific

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## Tip 2: Prioritise Ruthlessly



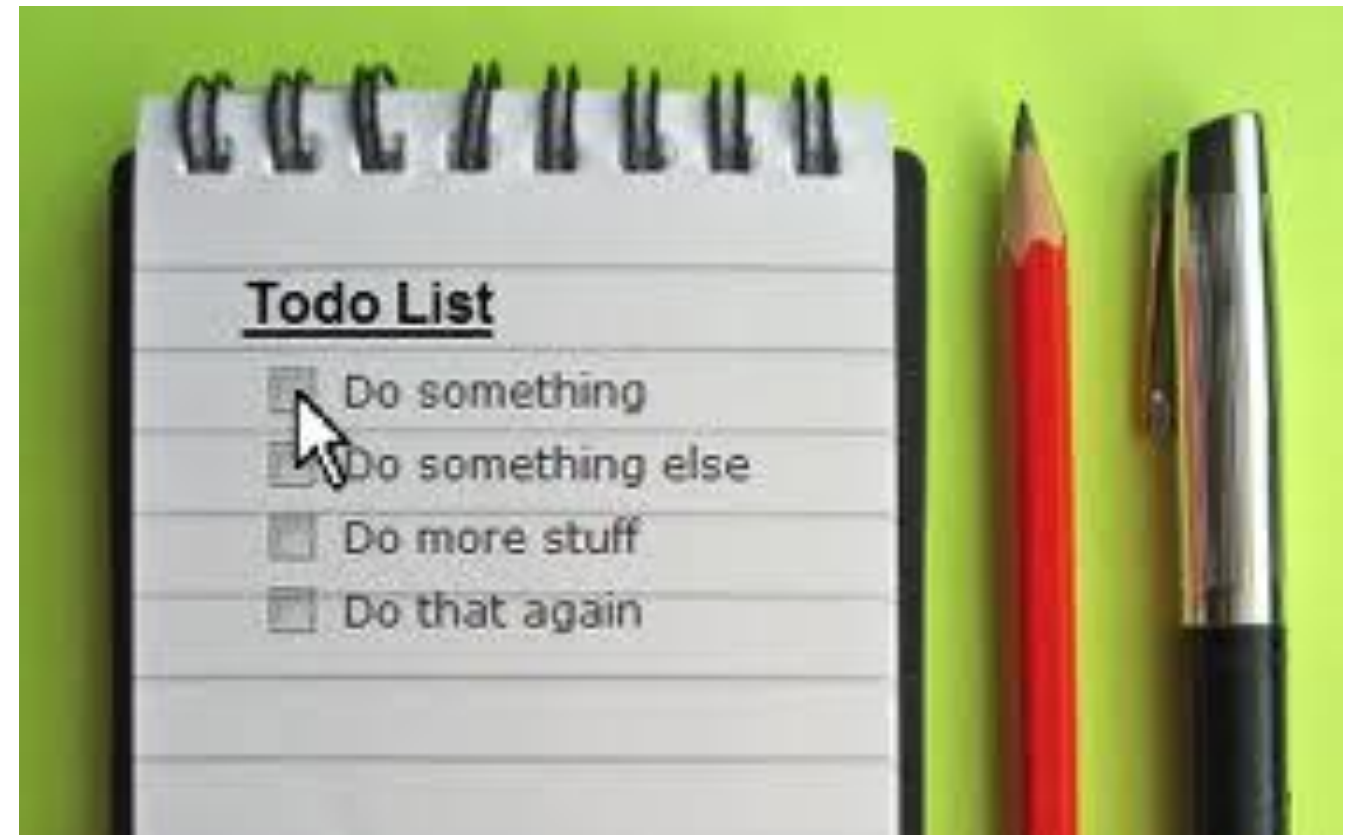
# Make Lists Work for you

## Ask Yourself:

What lists do I need?

What makes lists not productive?

What are good “list behaviours”





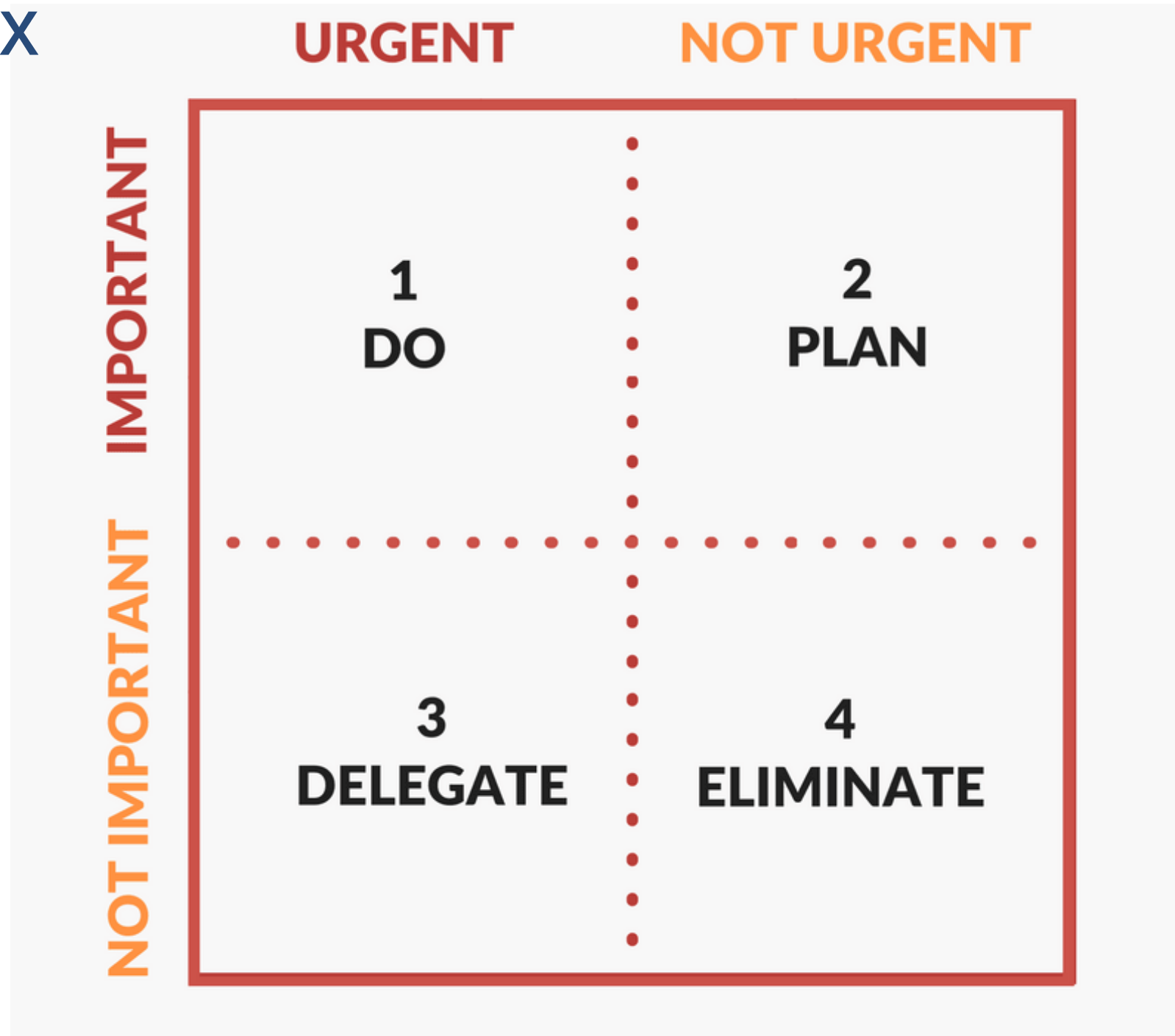


# Pareto Principle

**80**  
**20**



# Covey Matrix







# Some bad habits to avoid

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We do what we like before what we dislike

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We do what can be done quickly before what takes time

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We do what is easy before what is difficult

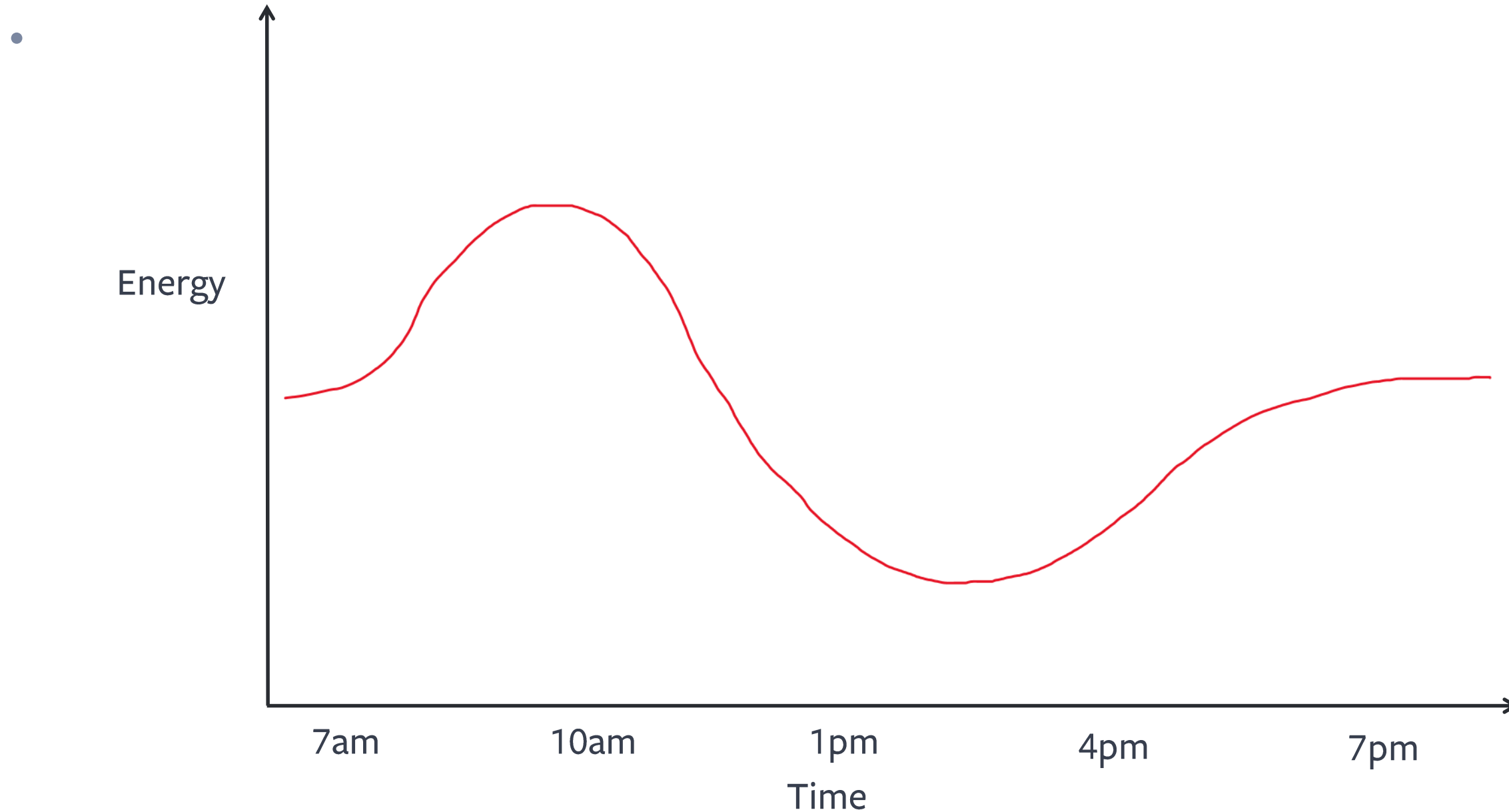
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We do what we know before what is new

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# Tip 3: Understand your energy



Aim to schedule your most important tasks when you are at your most energetic and focused





Break Time



## Tip 4: Control your time stealers





# Time Stealers

- Type One: You!
  - All those times you're playing on your computer, checking personal emails, or looking at cat videos!
- Type Two: Other people
  - Coworkers asking for help or a favour. A friend coming to your desk to gossip. Your boss handing off extra work.
- Type Three: Systems & Processes
  - Ways that we work which take more time than they probably should and stop you being as effective as you could be.



# Tip 5: Communicating effectively saves time

Do your emails look like this or like this? Which one do you think someone is more likely to read?

<p class="clear">Products: Laser Printers. The fundamental everyday requirement for mono and colour laser printing throughout today's offices is perfectly met with the extensive Epson laser printer range. The latest AcuLaser printer range offers users exceptionally Epson AcuLaser C1900 Networked compact colour laser printer for professional enterprises. Businesses have been denied simple and affordable colour laser printing for far too long. The traditionally high costs and poor speeds of colour lasers has left many offices looking a bit, well, grey. But not any more: with the Epson AcuLaser C1900, Epson brings both colour and monochrome laser printing together at a black and white price. more Where to Buy Support Epson AcuLaser C3000 The fastest colour laser printer in its class. The perfect printer for small businesses and work groups, the Epson AcuLaser C3000 prints high volumes in black and white and vibrant colour, at high speed and with low running costs. more Where to Buy Support High quality resolution: 2400dpi RIT\* Large paper capacity: 600 sheets, expandable up to 1,600 sheets Compatible Windows and Mac High speed USB and EpsonNet 10/100 Base Tx Ethernet interfaces as standard\*\* \* Epson AcuLaser Resolution Improvement Technology \*\*EpsonNet 10/100 Base Tx Ethernet standard with Epson AcuLaser C3000N model only. AcuLaser C3000: 64MB Memory, 100 sheet MP Tray, 500 sheet cassette, Duplex printing as standard AcuLaser C3000N: 64MB Memory, 100 sheet MP Tray, 500 sheet cassette, Duplex printing, 10/100BaseTX Ethernet Interface Networked compact colour laser printer for professional enterprises. Businesses have been denied simple and affordable colour laser printing for far too long. 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Easy to operate with advanced printer driver Memory expandable from 32MB to 1024MB Pre-configured models available with Wireless 802.11b, Adobe® PostScript® Level 3™ and two-sided printing The AcuLaser C1900 is available in 5 configurations: - AcuLaser C1900S: with 32MB, 200 Sheet MP Tray, 10/100BaseTX Networking - AcuLaser C1900: with 32MB, 200 Sheet MP Tray, 500 Sheet Cassette, 10/100BaseTX Networking Support Epson AcuLaser C4100 High performance colour and monochrome printing solution. The Epson AcuLaser C4100 provides businesses with a high performance colour and monochrome printing solution. It adds crucial colour to your business, while producing high quality monochrome output at lower costs than many monochrome-only printers, and it's just as easy to operate. 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SUBJECT:

Launching project X

SUMMARY:

Project X is a project which comes after project Y and before project Z.

ACTION ITEMS:

Leah : write a press release

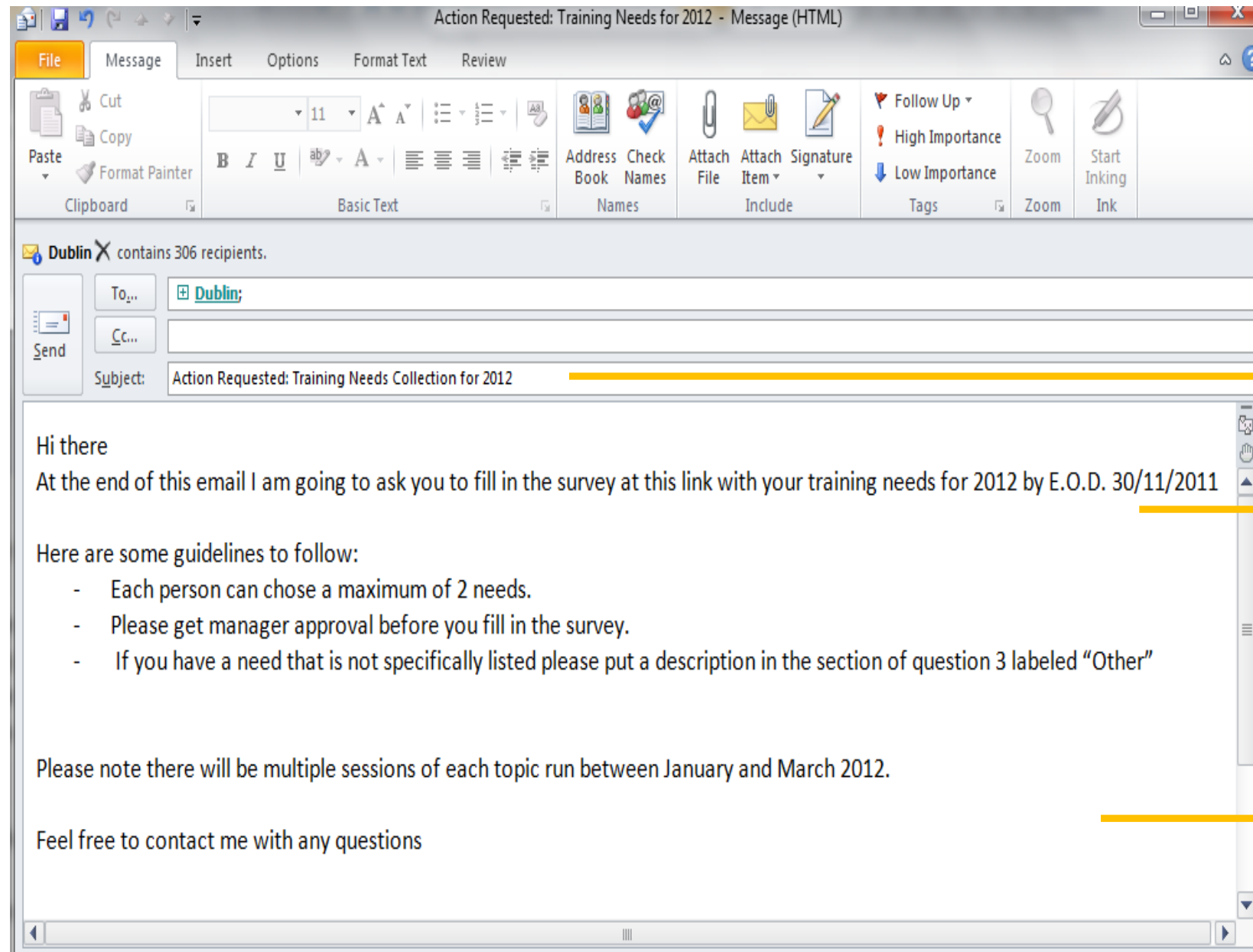
Llorca: plan a launch party

Ezra: schedule Heads-up Live

DETAILS: [link](#)



# Email tips



Use title as a signpost

Start with the Action/  
Objective

End above the fold



# Email tips

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✓ Batch Process and read each mail only Once

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✓ Don't check email first thing

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✓ Use Rules. Filters, Signatures Wisely

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✓ Use “Out of Office” ruthlessly

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✓ Sharpen you your email communication

## ▲ Inbox

### ▲ 2015

#### ▲ 1 - Training

A - Updates & coordination

#### ▲ B - Safety training

B - LERT / CO

#### ▲ C - Abuse Standards

C - Escalations - Geo Ip blocking

C - Revamp April

D - CO overview

E - L&D

E - Time management

F - CPL

F - Wellness

#### ▲ 2 - Safety

A - Julie / Hannah

B - Updates & coordination

C - Policy Casework

C - Selfharm

D - Sextortion

E - Grooming

E - User messages

E - Bullying





## TIP 6: MAKE MEETINGS WORK FOR YOU





# Organiser Tips

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Don't meet unless you have to

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Have clear objectives and agenda

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Consider the input you want from participants

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Set expectations

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Assign roles

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Model the way

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# Attendee Tips

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Ask for agenda

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Clarify your role

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Clarify timing and input

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Be ruthless with your time

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Give feedback

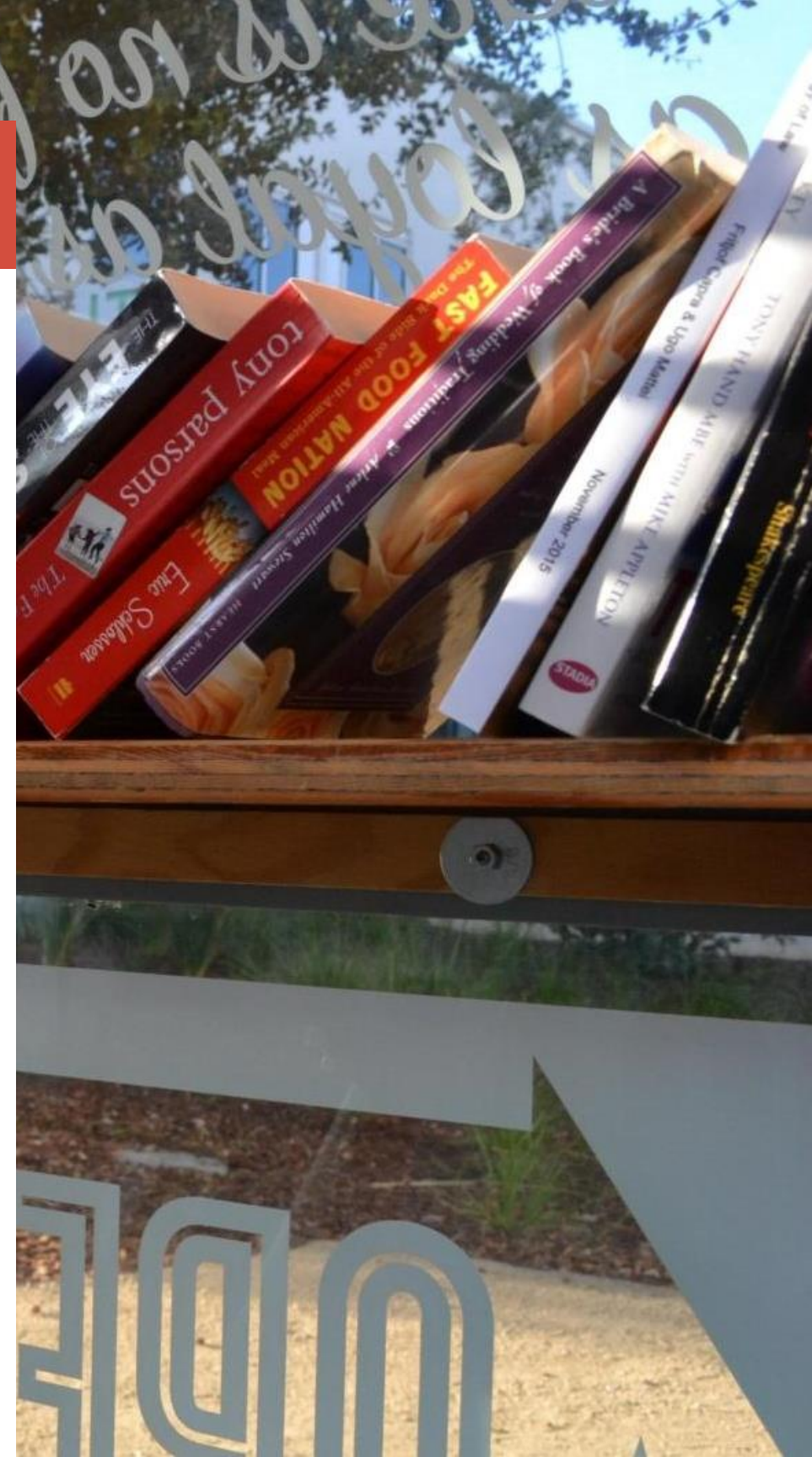
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# ACTIVITY : MEETING ANALYSIS

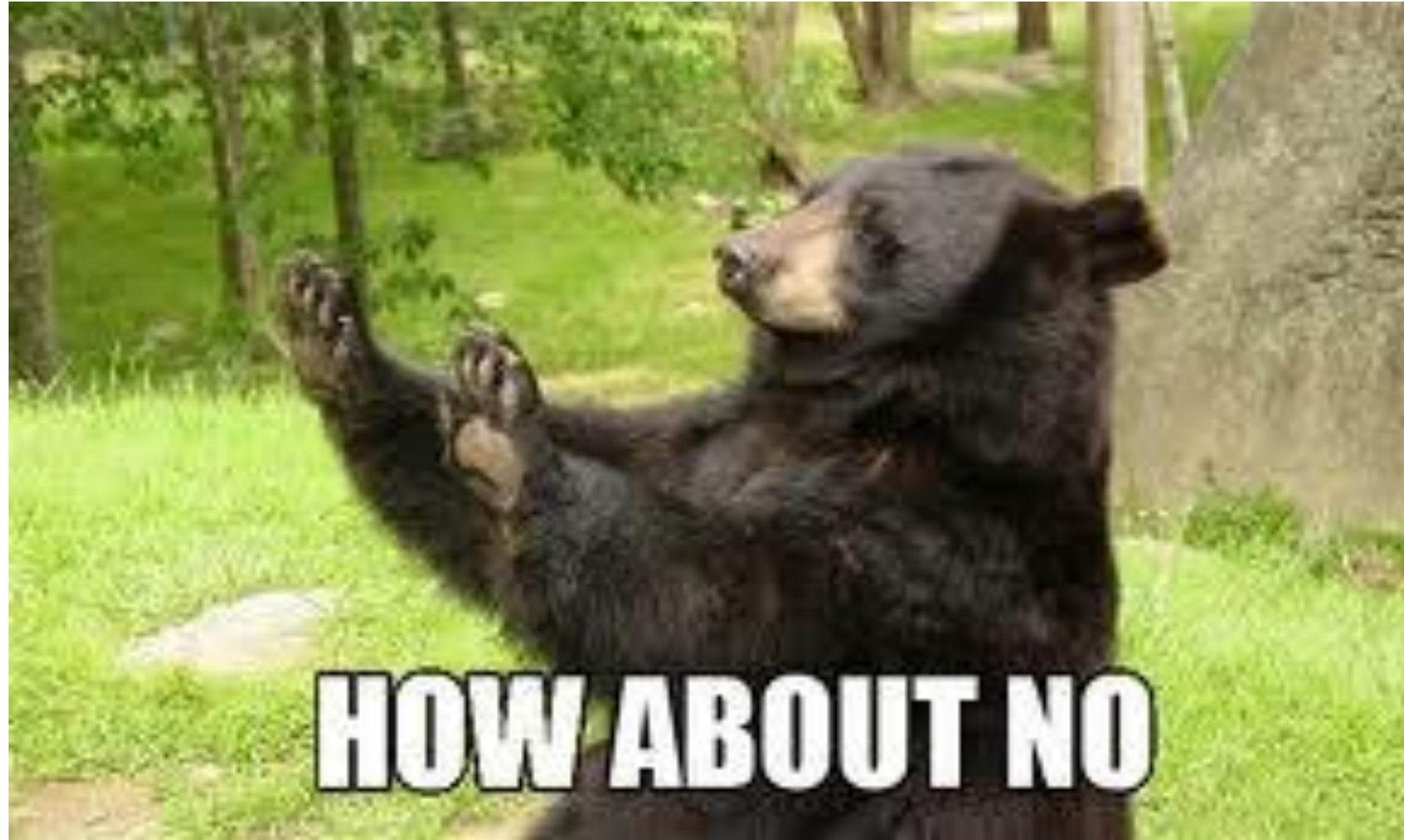
Look at all of the meetings you attended in the last 2 weeks  
Analyse

1. Which ones were a good use of your time? Why?
2. Which ones worked really well? Why?
3. Which ones were not the best use of your time? Why? How could that have been improved?
4. Which ones were a waste of time? What could you do about that?
5. Look forward to next weeks calendar – reflecting on the last 4 questions what do you need to do to make meetings work better for you?





## Tip 7: Learn to Say No







# Saying No Effectively

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Know what you're working on and what your priorities are

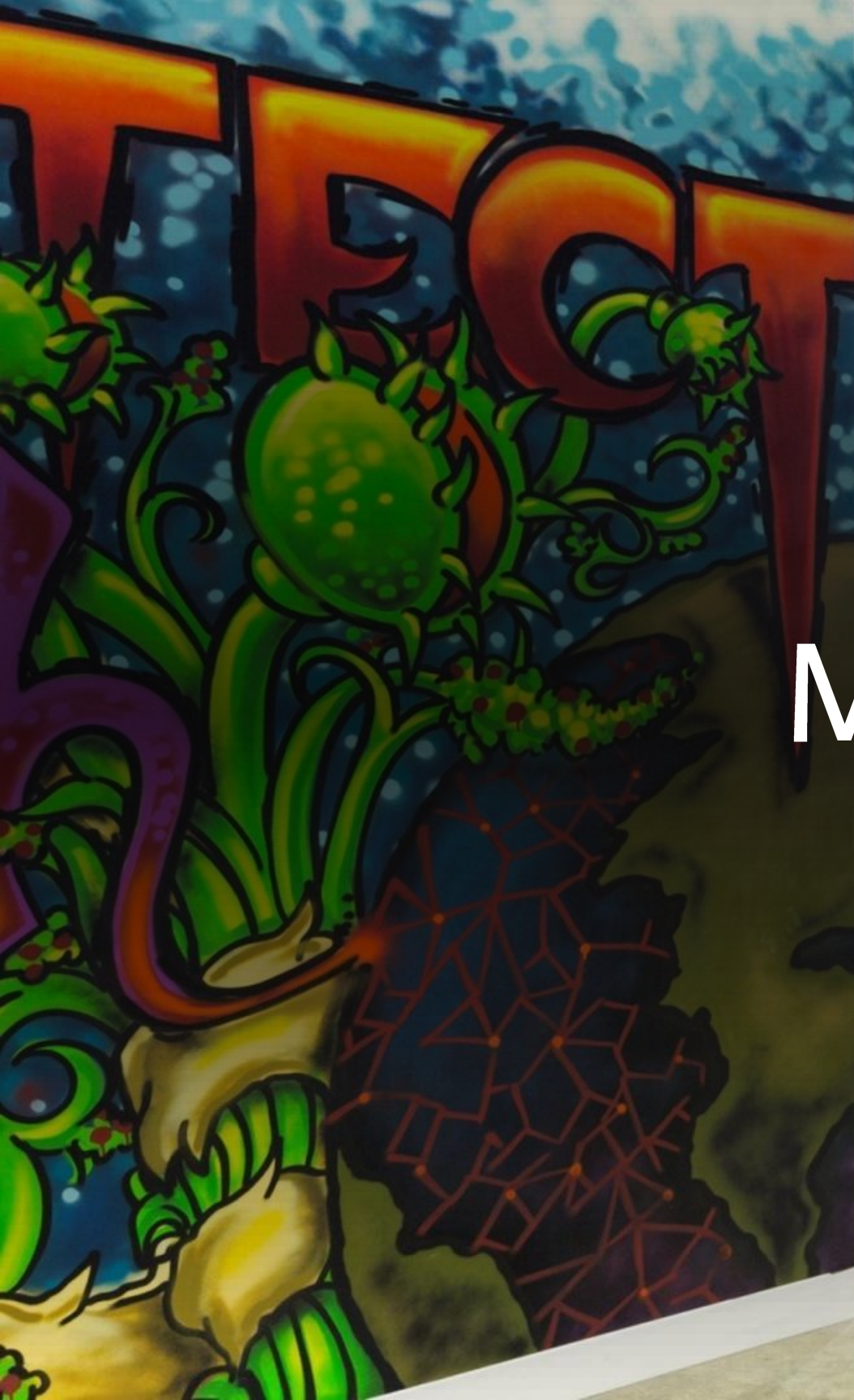
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Use your ESP

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- Empathise
- 
- State your position
- 
- Propose an alternative
-





# My action Plan





# Create your Action Plan for change

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1. What are the time management behaviours you want to change?

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2. What will you do? (Be specific)

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3. What will be hard? (Might block or derail you?)

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4. How will you get through that?

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5. What will you do with the time you gain?

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Merci beaucoup!

