



Qlockwork

QuickGuide

Time management overview

WHAT IS TIME MANAGEMENT?

If you can't achieve your goals, or keep carrying urgent or important tasks forward from one day to the next, you may need better time management.

Time management helps you manage your tasks effectively and meet more of your goals.

There are three steps.

- Set goals.
- Identify your personal time-eaters.
- Find tasks you can harvest time from.

SET GOALS

Goals are the foundation of time management. They help you focus, prioritize and direct. Good goals are

- Written down and specific.
- Measurable, with dates and milestones.
- Important to you, your team and your company.
- Achievable!

There are 3 types of goal.

- **Critical goals** must be achieved. For example, customer commitments are critical goals – you cannot afford to miss them. Most of your time should be spent on critical goals.
- **Supportive goals** you can live without for now, but would help you meet critical goals more effectively in the future — for example, better processes. Supportive goals are great to achieve, but only if your critical goals are secure.
- **Wish goals** would just make life better. A new office may be a wish goal.

What's the difference between a task and a goal?

- **Tasks** are jobs you can start and finish in one go. Writing an email or making a call for example.
- **Goals** are overall objectives, involving many tasks.

Remember — spend most of your time on critical goals.

IDENTIFY TIME-EATERS

Here are some common time eating habits — everyone has them!

- Do you prioritize non-critical tasks? Every task has a goal. Work out if that goal is critical. If it's not, rethink — could you drop it, delay it or do the bare minimum for it?
- When you pick a task up, do you put it down before it's finished? Force yourself to finish in one go. Interrupting your tasks lowers productivity.
- Does email control you? Turn off email notifiers and review email at set times like first & last thing. Don't prioritize it — complete a critical task, then deal with daily emails.
- Do you attend pointless meetings? Avoid meetings without agendas or results. If a meeting doesn't meet your goals, wastes your time or doesn't produce results, drop it.
- Do you always say yes to more work? Try offering to help rather than taking on the whole job.

FIND MORE TIME

You can use an activity log, like Qlockwork, to help you find more time to spend on critical tasks and goals.

- Are you doing tasks you could delegate?
- Are you doing someone else's tasks or duplicating work?
- Are you spending too much time on one task, to avoid another?
- Are you completing any tasks to an unnecessarily high standard?
- Are you spending time in ineffective meetings?
- Are you spending lots of time traveling?
- Are you spending lots of time reading emails?

If you are, great! These are all common practices you can change to free up time. **Remember — the Qlockwork activity log can help you find ways to make more time.**