



How to take back control of your time:

Time Management - there is always too much to do and not enough time in which to do it!! This will not get any easier! This is the truth! Is this about managing our time or managing ourselves?.....

Responding not reacting helps you take control. Think first, act second. Resist the urge to do it the other way around!

Attitude is key to managing ourselves so that we can make effective use of our time. Motivation – having a **can do** attitude and self- belief.

Opportunity is nowhere- what do you see?

Opportunity is nowhere? or Opportunity is now here?

Reactive behaviour means that we have become out of control with regards to time. Reactive language includes words such as “have to”, “must”, “should”

Reactive feelings include those such as feeling victimised, out of control, not in charge of your own destiny, blaming others

The focus is on **areas of concern** but where there is no control over them.....

Proactive behaviour goes with a **responding style** (as opposed to a reactive one).

Focusing on areas where **it is possible to have influence**

Working on issues which **can** have something done with them. This can lead to feeling empowered and in control

Focus your mind. Commit to taking action. Identify **what is working**. Do more of it.

Identify what is **not working**. **Get rid of it!**

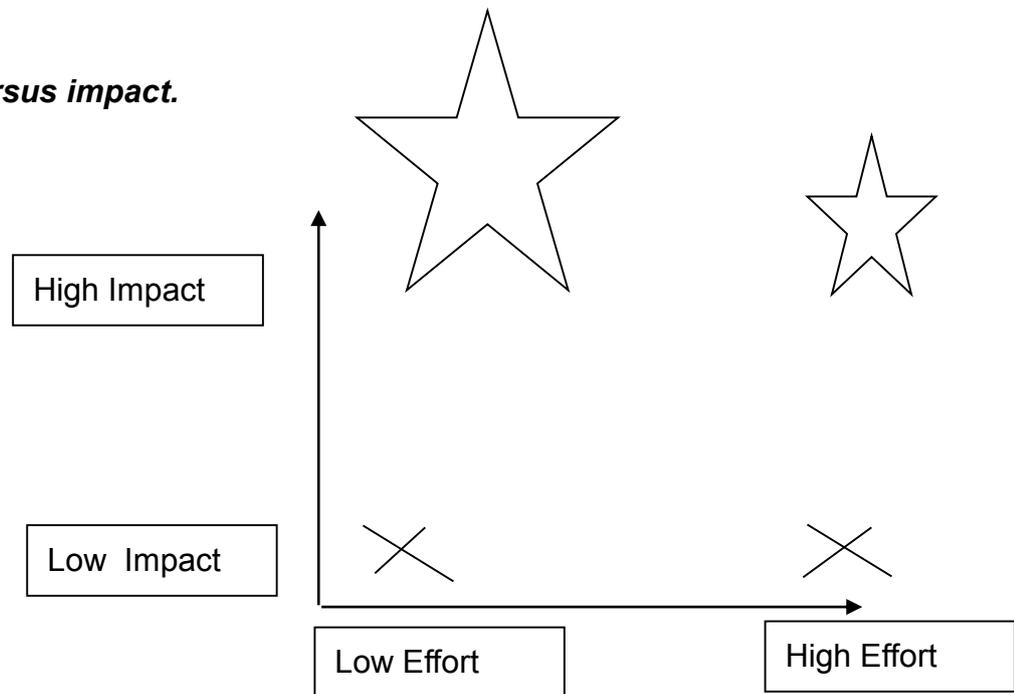
Examine what **is within your control** (can you control it? If not, ditch it)

Examine what **is within your influence** (can you influence it? If not, ditch it)

Examine **what you can accept** (can you run with it?)

CIA (Control? Influence? Accept?)

Examining effort versus impact.



Where ever possible make sure you are carrying out activities which are low effort and high impact. Avoid the high effort low impact activities!

Learn to prioritise

Steven Covey's Important / Urgent Grid

High Importance	Start it- plan to do it well Q2 VISION Long term, strategic	Do it – deadline driven tasks- crucial Q1 CRISIS?
Low importance	Do it in 'dead time'- trivia, easy, enjoyable, tasks Q4	Do it quickly or delegate. Unplanned? Interruptions? Q3, Other peoples' urgent
	Low urgency	High urgency

Prioritizing Matrix- Steven Covey

What is the difference between Urgent and Important?

Urgent is bound by a short time frame. Important has a high impact or a big consequence. Most people can't tell the difference!

Most people start with Q1. High important/high Urgent. But if you focus here you will become a crisis manager, problem minded. You will get stressed and burn out. The tendency is to switch to Q4 for relief (Low Important /Low Urgent).

Your aim should be to focus on Q2. This is where things are important but not urgent. This is about building relationships, focusing on vision and mission, doing long range planning and preparation.

“Effective people are not problem minded but opportunity minded”

Q3 is where the importance is not yours. Someone else has hijacked your time and made you work with a very tight deadline. People tend to think they are in Q1. This urgency is based on others’ priorities and expectations. It leads to feeling victimised and out of control. These people then tend to believe that having goals and plans is worthless. They tend to be very negative people.

People who have a Q4 Focus and dwell in this area tend to exhibit irresponsible behaviours, become dependent on others and deliver poor performance. These are ones to manage up early!!! Don’t carry them – or at least pay them a lower wage for boring tasks with no responsibility. These tasks should be delegated.

Going forward: How to improve:

- Make time for Q2 by spending less time in Q3
- Accept that some time will be in Q1
- More time in Q2 will lessen the need for Q1 activity!
- Check yourself regularly.
- Where am I?
- The single most important thing you can do to improve your time management is to recognise in which part of the grid pieces of your work are situated
- Make a chart- keep it handy!
- Identified an action? When will you do it? Be specific, date time, place.
- Diarise it. Make an appointment with yourself?
- Measure and monitor. Keep a record of your progress.
- Ditch things that are not working for you.
- Call for help! 07545217966.



Bespoke Training Eastbourne
examining and enhancing performance