

Time Management

WORKPLACE
TRAINING
& SUPPORT
SERVICE

Categorise your tasks in order of urgency and importance

Manage your Inbox - Scan through anything important first thing in the morning, then leave for 3-4hrs

Write tomorrow's to-do list today.

Use a to-do list

Delegate tasks

Conquer Procrastination

Take breaks

Plan your day...
... But...
Don't spend the whole day planning

Be flexible

Learn to say 'NO' - within reason

