

The background of the entire image is a dense, overlapping collage of numerous analog wall clocks. The clocks vary in size, color (mostly white and black faces), and brand (many are 'Rolens'). Some clock faces show specific times, while others are partially obscured. The collage creates a sense of time and urgency, which directly relates to the 'Time Management' theme of the graphic.

TIME MANAGEMENT

9 Tips for Taking Charge of Your Day

Positively

— BEAMING —

The background of the entire page is a collage of numerous analog clocks of different sizes and styles, some with Roman numerals and others with Arabic numerals. The clocks are in various shades of gray and white, creating a textured, time-themed background.

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Before we begin

BE KIND TO YOURSELF

You will never get everything done, every day. Stuff happens, deadlines are unrealistic, interruptions occur and frankly some days just go pear shaped. However, you can set yourself up for success by developing some good energy managing habits; by taking charge of your diary/calendar /schedule and setting boundaries to protect your time, your energy and your priorities

Eat, move, sleep, restore

BE KIND TO YOURSELF

Eat well, move often, sleep well and hydrate. We all feel sluggish when we haven't taken care of our basic needs. At least seven hours of sleep and 10 minutes of meditation in the morning will help you focus and be more productive. Then make sure you move during the day.

Manage your energy not your time

MATCH THE TASK TO YOUR ENERGY

We all have 24 hours in a day so it is pointless wishing you had more time. Instead, notice when you are more energised, maybe you are a morning person, or do your best work in the afternoon. Schedule your deep thinking tasks for those periods. Don't waste your high energy on low level tasks. Likewise, important tasks will take twice as long if attempt them during an energy dip.

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Take control of your schedule

DIARIES AREN'T JUST FOR MEETINGS

Schedule what is important to you such as strategic planning time or time to walk through the workplace. Block out a couple of high energy timeslots each week to do your deep thinking work. Then allocate time to do low level admin tasks. Your time is precious, allocate it wisely. Avoid impromptu meetings - where possible insist people make appointments.

Stay focused and sprint

MINIMISE DISTRACTIONS

During your scheduled deep-thinking work time, turn off all alerts and alarms. Choose one important task to focus on. Set a timer for 30 - 40 minutes and work on that task uninterrupted for 30 mins. Then take a short break and repeat if necessary. Let people know that, when your timer is on, you can't be interrupted.

Put boundaries around emails

EMAILS AREN'T PRIORITIES

Set specific times in each day when you check your emails. Avoid doing it during high-energy periods because emails are NOT important tasks. Set rules and automate as much as possible. In your signature let people know that you only check your emails X times a day. Add what they need to do if an urgent response is required.

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Learn to say no

WE ARE BUSY WITH WHAT WE SAY YES TO

If you are feeling overwhelmed or resentful that you seem to be busier than everyone else then chances are you say yes too often. Practice saying NO or not now. Better yet, notice when you have volunteered to do tasks that could easily be shared by others.

Stay true to your values

PLAN YOUR WEEK IN ADVANCE

We have greater wellbeing and satisfaction if we live and work in alignment with our values. These values inform our medium and long term goals. Once you have established your values, set aside 30 - 60 minutes to plan your week. What are your personal goals, what are the big pieces of work that need to be completed, what will take you closer to success? What needs to happen next week to make that happen?.

Go home

WORKING LONGER DOES NOT MAKE YOU MORE PRODUCTIVE

The research is pretty clear that working longer hours do not make you more productive, in fact you are less efficient the longer you are at work. Set home time limits and stick to them. If you were required at work for an event last night, go home earlier today, or come in later tomorrow.

Curious to know more?

**DO YOU WANT TO KNOW THE TOOLS AND
TRICKS I SHARE WITH MY CLIENTS?**

Book a discovery call by clicking [here](#).

Or just email me:

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