

The Seedling Sheet



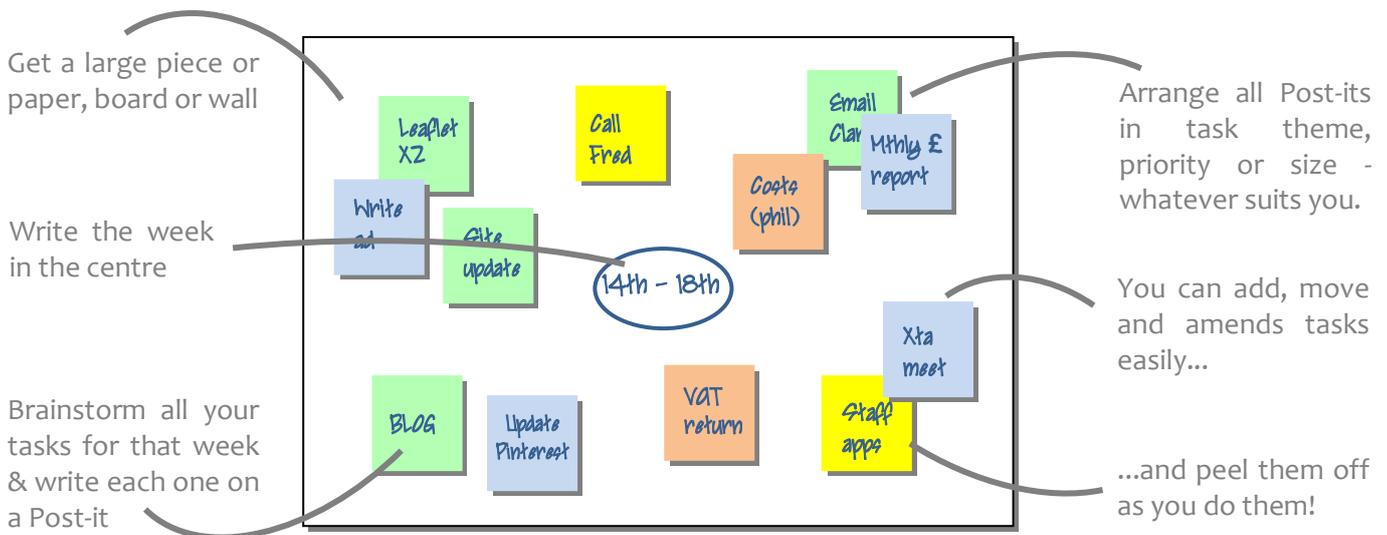
07: Time management for the time unmanageable

The Essentials

Being skilled in managing your time is not about writing lists, judicious use of highlighter pens to create priorities or a tick-box exercise. Skilled time management is about understanding at what points of the day you are at your most focussed and energetic, and making sure you are optimising these periods with the right kind of tasks. This more than anything else will ensure you are being as productive as you can be and creating quality output. The most common time management trap is to over-estimate how much you can actually achieve in any day, meaning your to-do list is never complete - so getting a better understanding of just how long each different task takes on average will help you plan your day much better - and help you conquer the tyranny of the to-do list.

If you do one thing about time management...

... think about a better alternative to a to-do list. Visual, creative people often find that lists do not work for them, as the brain does not naturally think in a linear fashion. Try instead a Post It Planner.



Want to know more?

The Business Allotment can help you manage your time more skilfully and ensure you are being as productive and effective as possible. Our 2 hour highly practical module - **Time Management for the Time Unmanageable** - is packed full of original tools and ideas to help you become a master of your own time management and boost your productivity.

Call Jodie Newman on 07966 482 662 or email jodie@thebusinessallotment.co.uk

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