



# Time Management Hints and Tips

No: 1

▶ "Take care of the minutes, for the hours will take care of themselves"

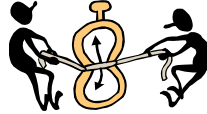
Lord Chesterton 1746

## Take charge of your role

Reduce the uncertainty by assessing your tasks and activities against your job description. The attached worksheet gives you one way of doing this. Check you're the right person for the task and that it fits with your objectives.

## Define your objectives

Write down a list of 3 or 4 things that you would like to achieve in your role as cancer lead. Does your current workload include tasks that support your personal objectives?



## Reduce the impact of time stealers

Look at the list on the right. Identify 3 time stealers that affect you the most. Now think of one practical action you can take **TODAY** to minimise the impact. Be creative, and remember to look at how you manage yourself, as much as how you think others manage you!

## The 80/20 and 50/5 rule

It's not possible to do everything. This rule suggests 80% of the benefit will come from 20% of the tasks you're working on. Which tasks can you drop? Which ones do you need to persevere with and give priority. The 50/5 rule suggests that the bottom 50% of your list of tasks is worth only 5% of impact or value!

## Manage 'perfection'

Try asking yourself, "Is this good enough / have I done enough"; if the answer is "Yes", then stop and work on something else. This is especially true when responding to requests for information, writing reports and other management activities.

## Time Stealers:

- Interruptions
- Tasks not delegated
- Inability to say "No"
- Fire-fighting
- Unclear objectives
- Confused priorities
- Procrastination
- Inadequate knowledge
- Incomplete facts
- Poor communication
- Lack of planning
- Stress and fatigue
- Desk clutter
- Poor personal organisation
- Anxiety
- Shifting priorities



## 5 minute helpers:

- Clear one pile of paper
- Identify 5 things that don't need to be done today
- List 3 things that must be done today
- Read the summary of a long document and see if that is 'good enough'
- Check you're prepared for the next meeting