



Time Management Hints and Tips

No:3

▶ "Time is what happens to you while you are making other plans"

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Getting organised...

Every minute you spend looking for mislaid papers, sorting through the piles on your desk, asking someone else to find the papers—all this is time wasted. One way to take charge is to invest 60 minutes getting organised.



30 mins: Sort through your papers...

Bin those no longer relevant or required. File (or put in a pile to file later) those you have finished with and want to keep. Sort the remainder into piles according to topic and/or urgency.

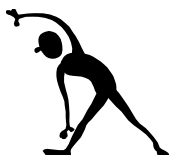
20 mins: Create a 'working papers' system

Put each topic area / pile of paper into a file or folder. Use plastic folders and put a label detailing the topic on the top right corner.

10 mins: Prioritising your piles of paper

Organise the folders into priority order, with the ones requiring urgent attention near the top. Flick through the folders at least weekly to assess whether the priorities have changed. Add new tasks or topics into folders as they arise.

Tune up your workspace



Is the phone within easy reach? Is the clock positioned so both you and your visitors can see it? What can you remove from your desk and put somewhere else?

Good practice for organising papers

Divide your work into categories; breaking subjects down

Keep papers you refer to every day close to your desk; the rest need to be filed somewhere out of sight

Label files clearly

Colour coding is helpful

File / organise your papers at least once a week



5 minute helpers:

- If you don't have time to read the weekly freebie newspaper—ditch it
- Check documents you keep getting circulated—can you be removed from the list?
- Sort out your in tray
- Check all those messages on sticky notes are still valid
- Put seldom used stationery your desk drawer