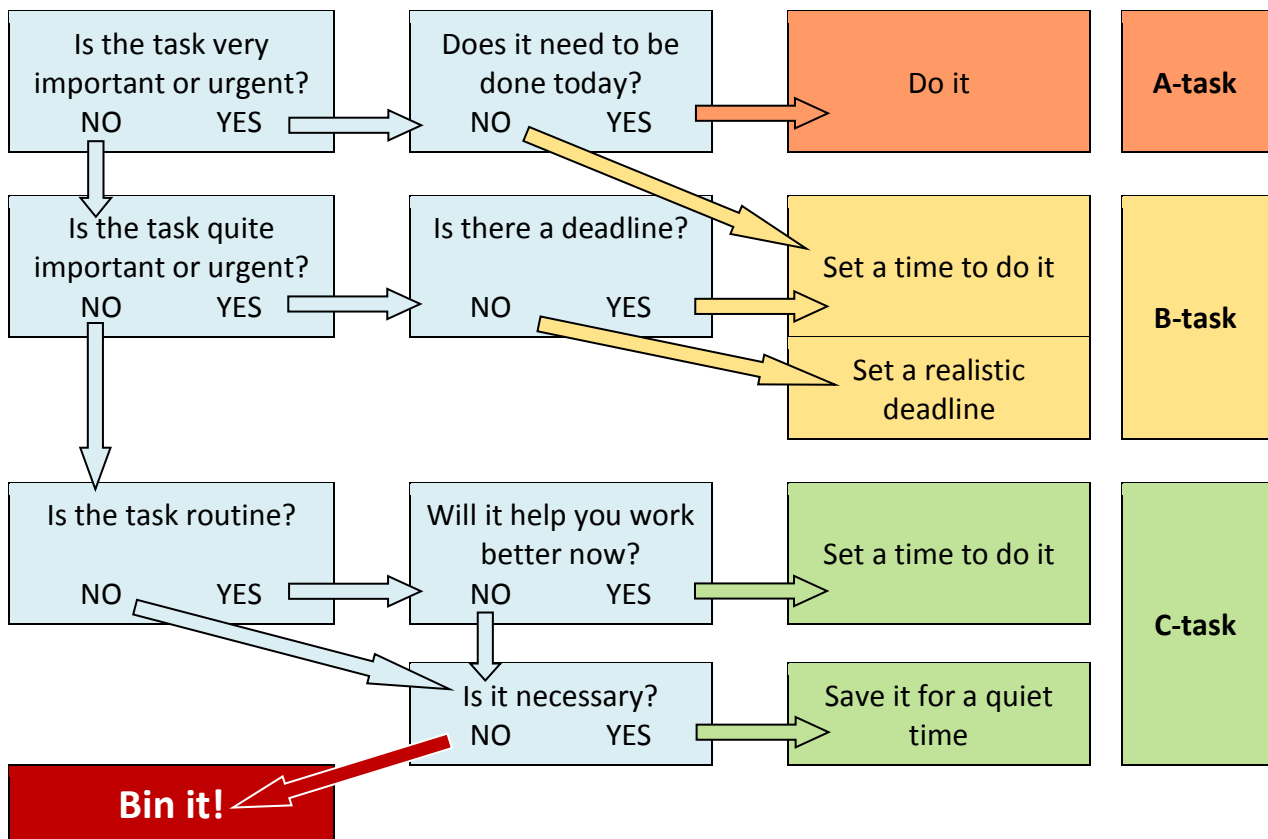


Time management plan

1. Analyse and sort tasks into three lists
 - A. Important and urgent tasks
 - B. Either important or urgent, not both
 - C. Routine tasks that are not urgent or important
 - D. Things you want to do!



2. Sort your workload
 - a. Identify task types
 - i. Only need you
 - ii. Need input from others
 - iii. Can be delegated
 - b. Action tasks ii and iii above setting realistic deadlines then put to one side
3. Prioritise your **i** tasks above
 - a. Identify short tasks and break longer tasks into small, manageable chunks
 - b. Plan how long each task or chunk will take
 - c. Set deadlines for each task
 - d. Pick a set number of A, B and C tasks you can achieve realistically in one day
 - e. Spread tasks through the day to help focus and concentration
 - f. Start with a quick and easy C task to get you going
 - g. Do at least one D task every day!!
4. Identify your energy levels
 - a. Find out when you are at your most and least productive
 - b. Fit A tasks into high energy/focus period and C tasks into slumps
 - c. B tasks fit into the second highest energy/focus times
 - d. D tasks fit anywhere – but put them in your diary and treat as A tasks!