

WORKSHEET 3:
Time Management

When time gets in the way.....

The following 'tasks' will await you when you start work next Monday morning. This is even before anything else arrives on your desk.

- Prepare a budget for Guidance Resources
- Read and answer e-mail
- Place recruitment advertisement for new position
- Book weekend in Paris – air travel and hotel
- Prepare for meeting Corporation re: new guidance initiative for Inner City project
- Talk to team about training requirements for next year
- Research on-line tests for your new resource directory
- Phone mother-in-law re Sunday lunch
- Fill out application form for Masters in Guidance and Counselling
- Send mailshot to local industry
- Respond to phone messages
- Carry out research for EMAG group project

(IF YOU CANNOT RELATE TO THE ABOVE, DRAW UP YOUR OWN LIST OF AT LEAST 10 ITEMS)

Individually – on a separate sheet of paper, answer the following questions:

- How will you prioritise each of these tasks? Provide a hypothetical rank order for each and a brief rationale for the ranking
- Will you have addressed them by the day's end?
- If not – why not?
- What are the key time wasters in your life?
- Do you make lists to manage your tasks?
- What happens to these lists?
- Do you know the difference between being efficient and effective?

For each task you are completing ask yourself:

DO I HAVE TO DO THIS JOB NOW?
DO I HAVE TO DO THIS JOB AT ALL?
WHO ELSE COULD DO IT?

THE IMPORTANCE/URGENCE GRID:

Where do *your* priorities lie?

