



Work on the principle there is no such thing as Time Management because there are a set 24 hours in the day.

## 20 Tips: Time Management

1. Great tips are no good unless attitude changes
2. Changing attitude requires insight
3. Get insight by listing what you do for a week
4. Break time down into 15 min segments
5. Examine where you waste time
6. Do you 'do' work or plan it first?
7. Plan things into A, B and C jobs
8. 'A' Jobs do first
9. Do jobs until they are done
10. Take a break every hour
11. Delegate 'C' jobs or leave them
12. Get a mentor to help you
13. Be a mentor (you'll have to be a role model)
14. Book time in the diary with yourself for jobs
15. Attend only essential meetings
16. Do the things you enjoy and delegate the rest
17. Prioritise using the 80/20 rule
18. File everything until you need it
19. Keep control of your own diary
20. Keep work for work and home for family

### Our tips in this series

- 20 tips for bad facilitation
- 20 tips on successful facilitation
- 20 tips how to run successful meetings
- Effective management of change
- Negotiation tips
- 20 tips for how to present successfully

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