





Weightmans

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## Time Management

Richard Armitage & Sarah Hardy-Pickering



## To get the most out of this session:

- Keep an open mind
- Be willing to spend time trialling new things
- Do not expect an overnight solution...managing time takes time!!

## What we will discuss

- Procrastination
- Taking back control of your time
- 4D's
- Covey Important/Urgent matrix

“Procrastination is the thief  
of time.”

Edward Young (1683–1765)

## When I will do the 'big thing'

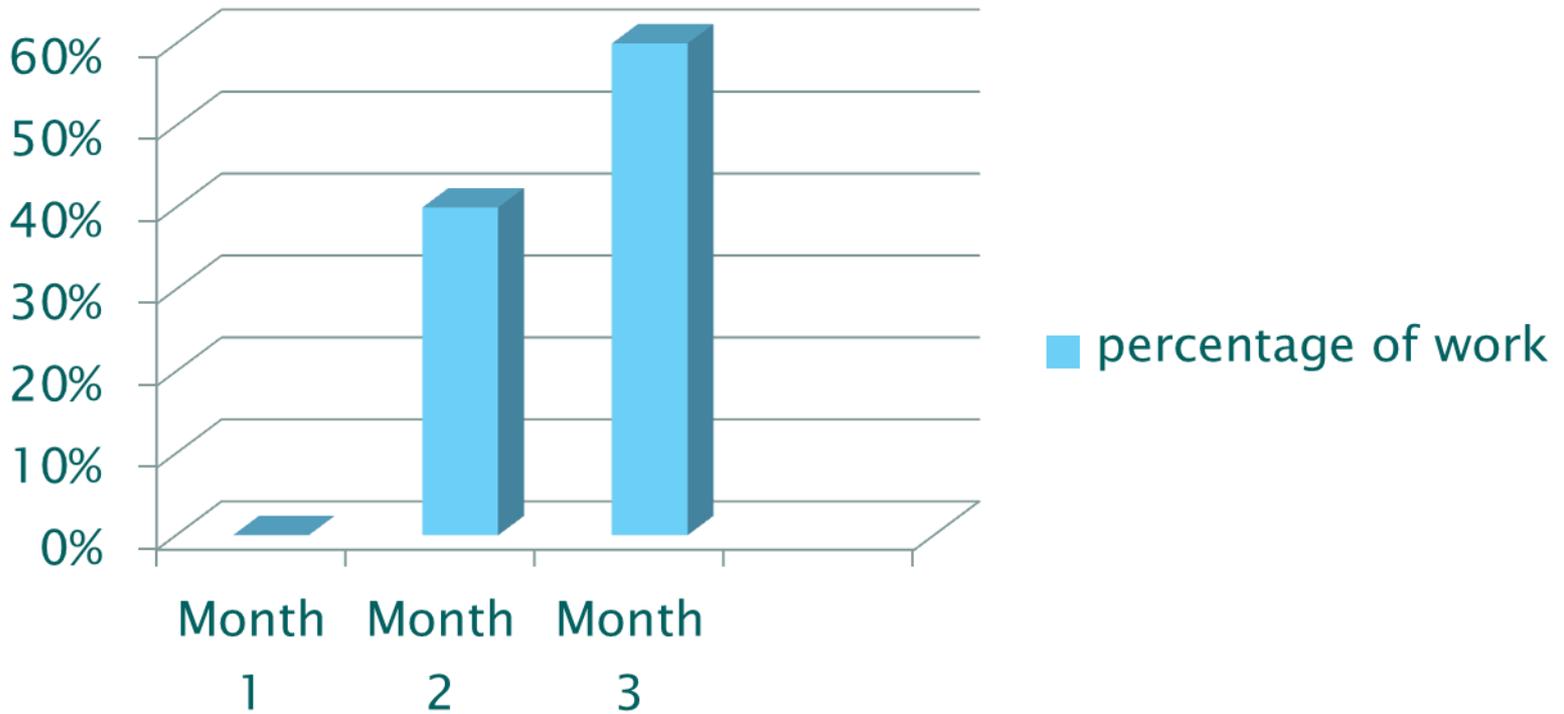


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But other, more interesting, things happen that month:



## When I will do the 'big thing'...v2

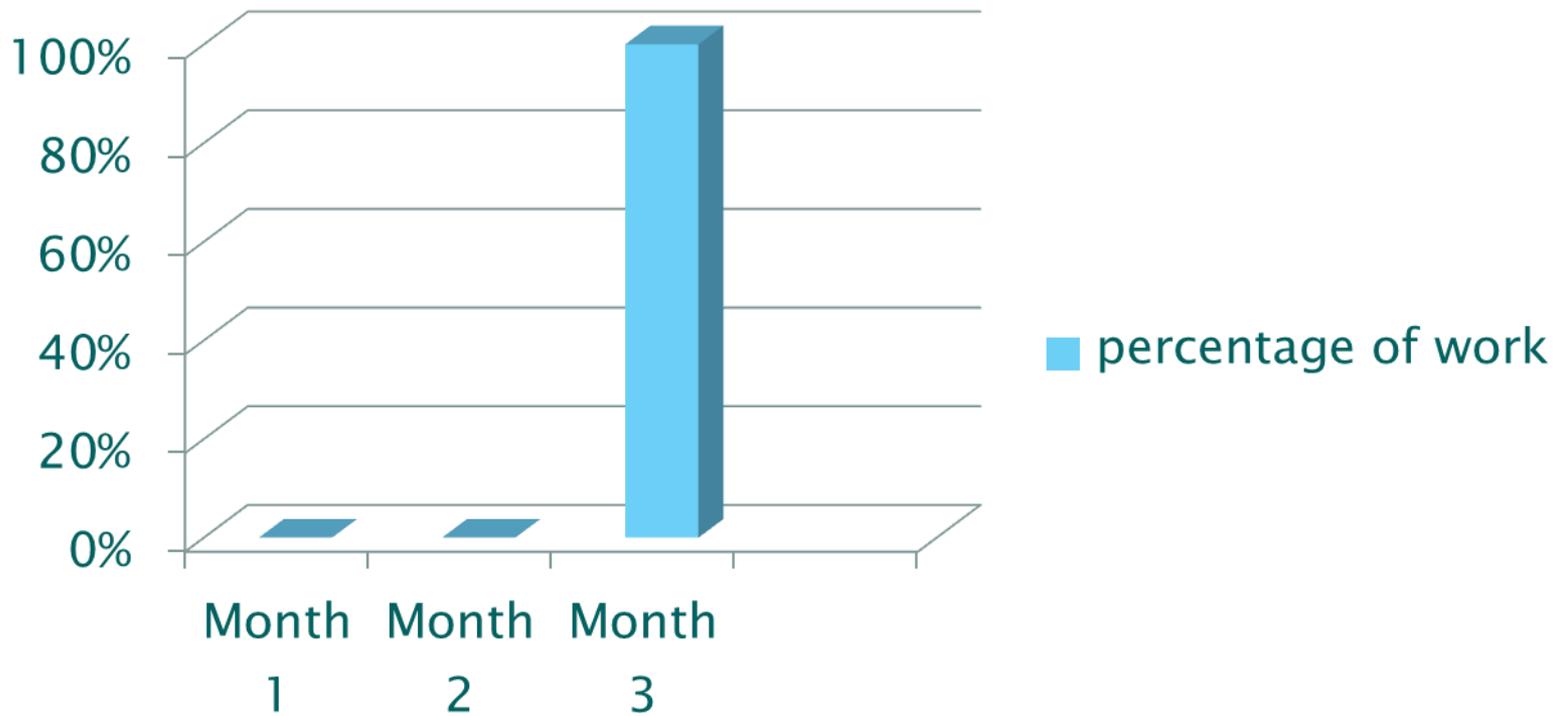


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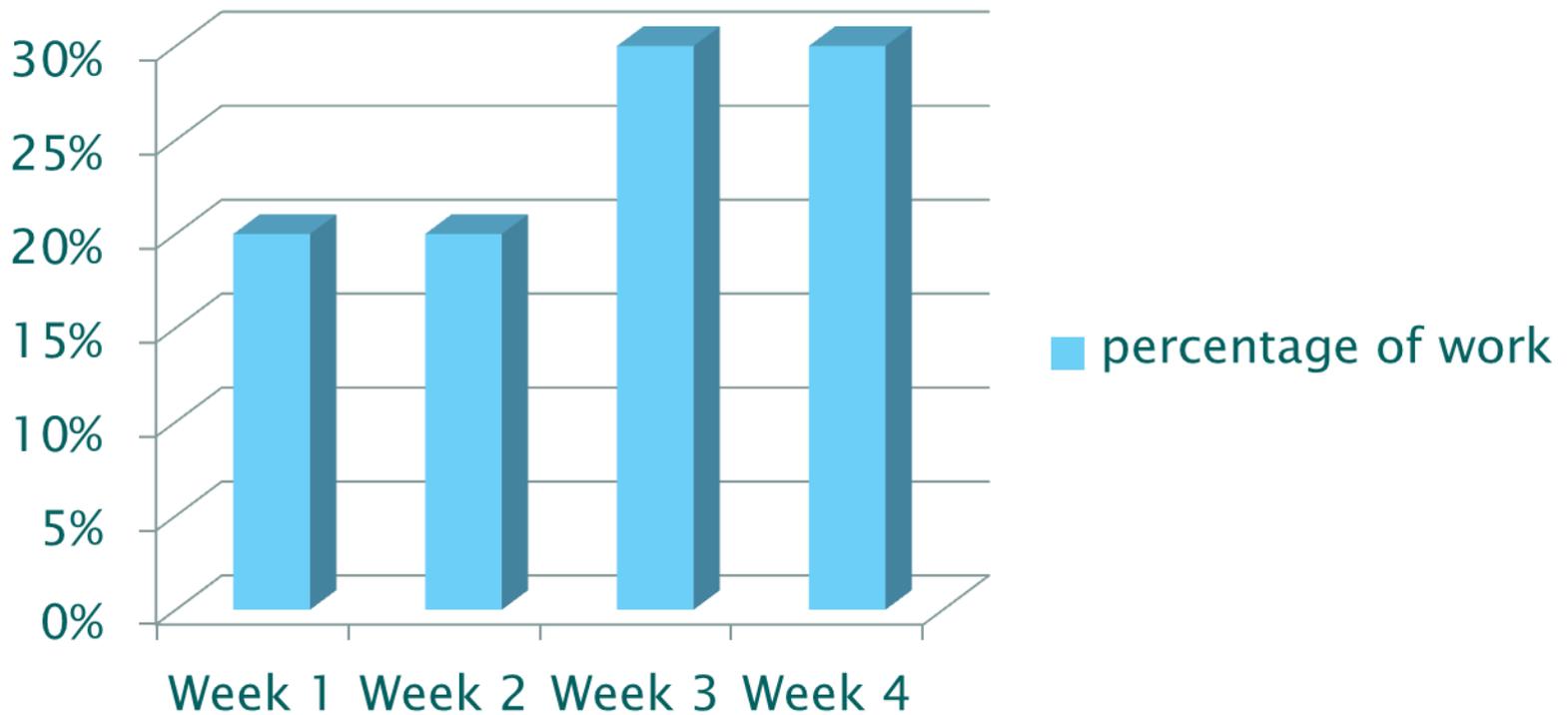
But other, more interesting, things happen that month too:



## When I will do the 'big thing' v3



## When I will do the 'big thing' v3a

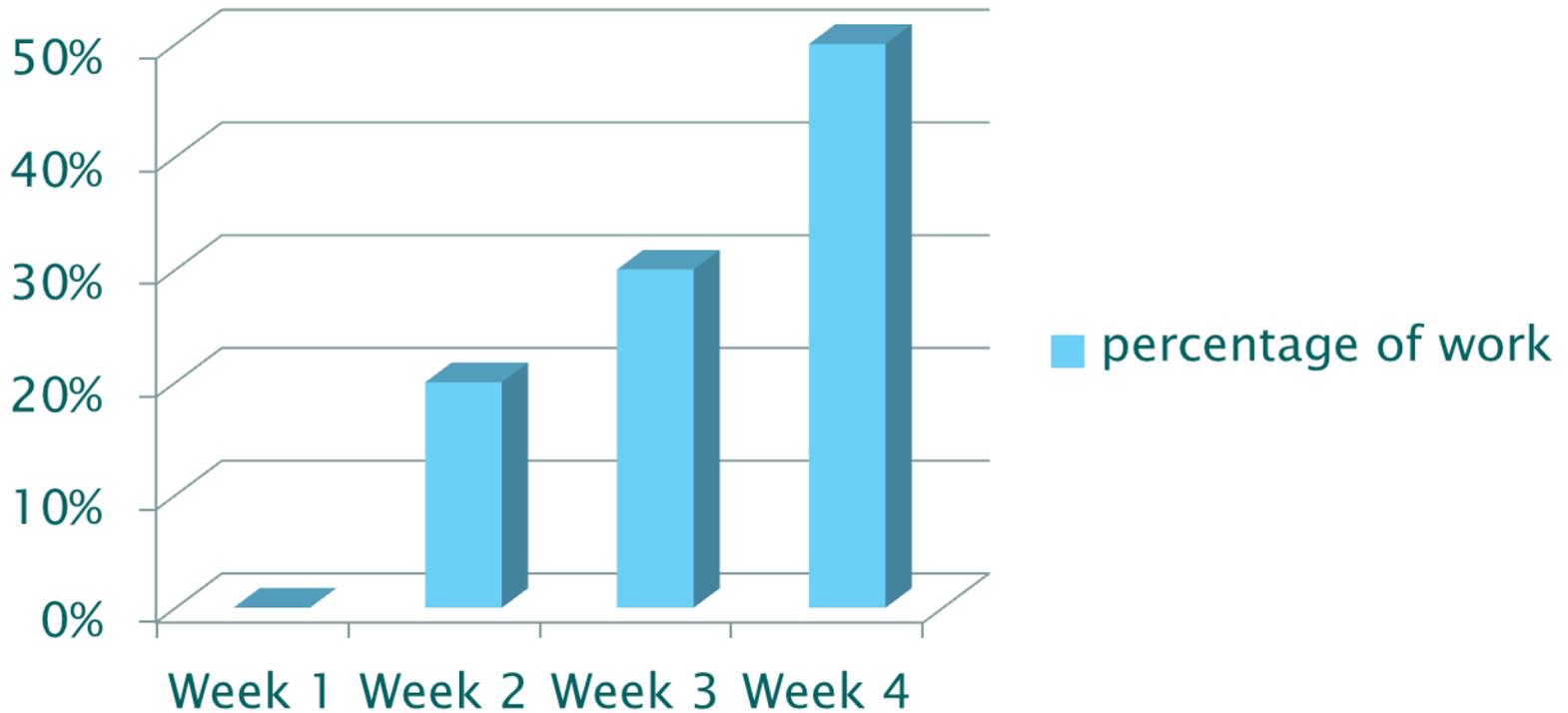


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But other, more interesting, things happen that week too:

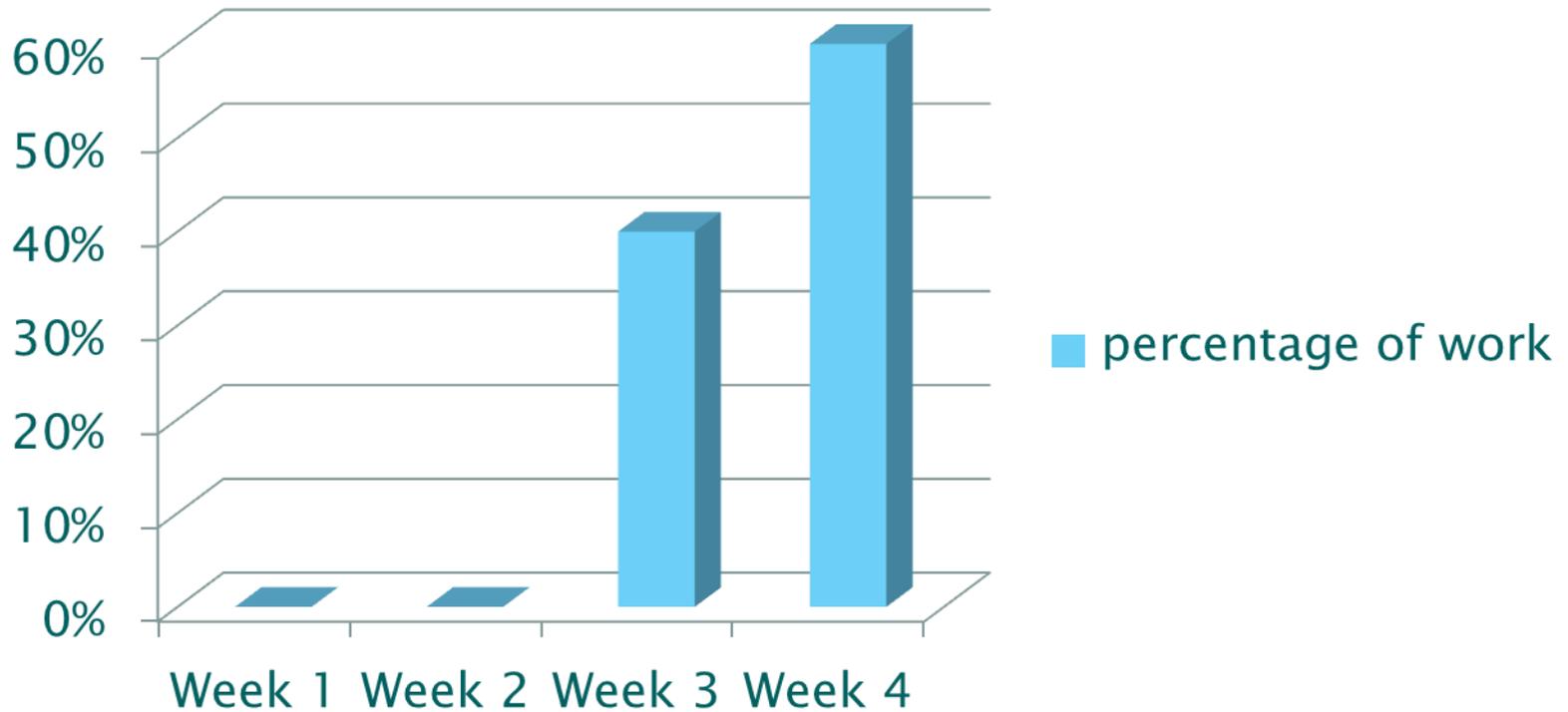


## When I will do the 'big thing' v4





## When I will do the 'big thing' v5

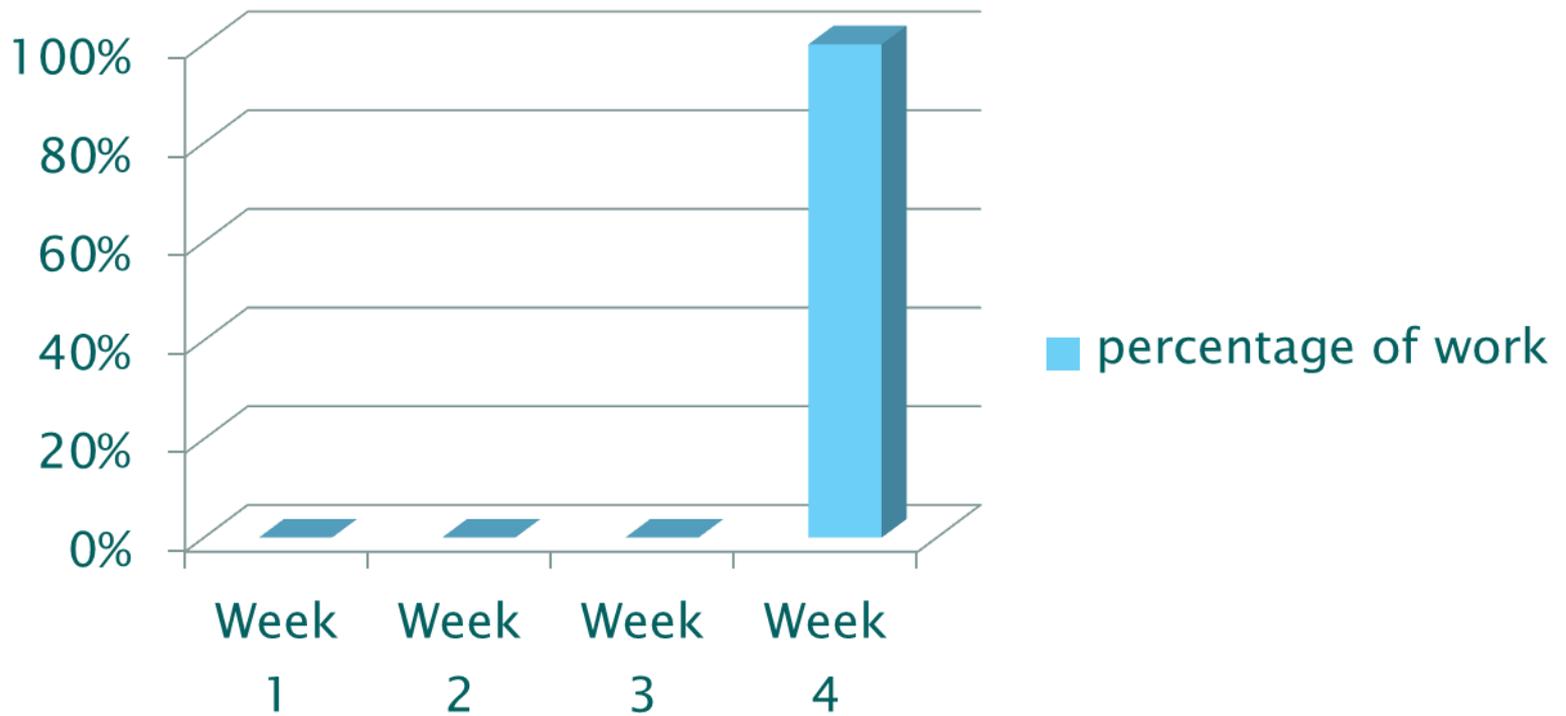


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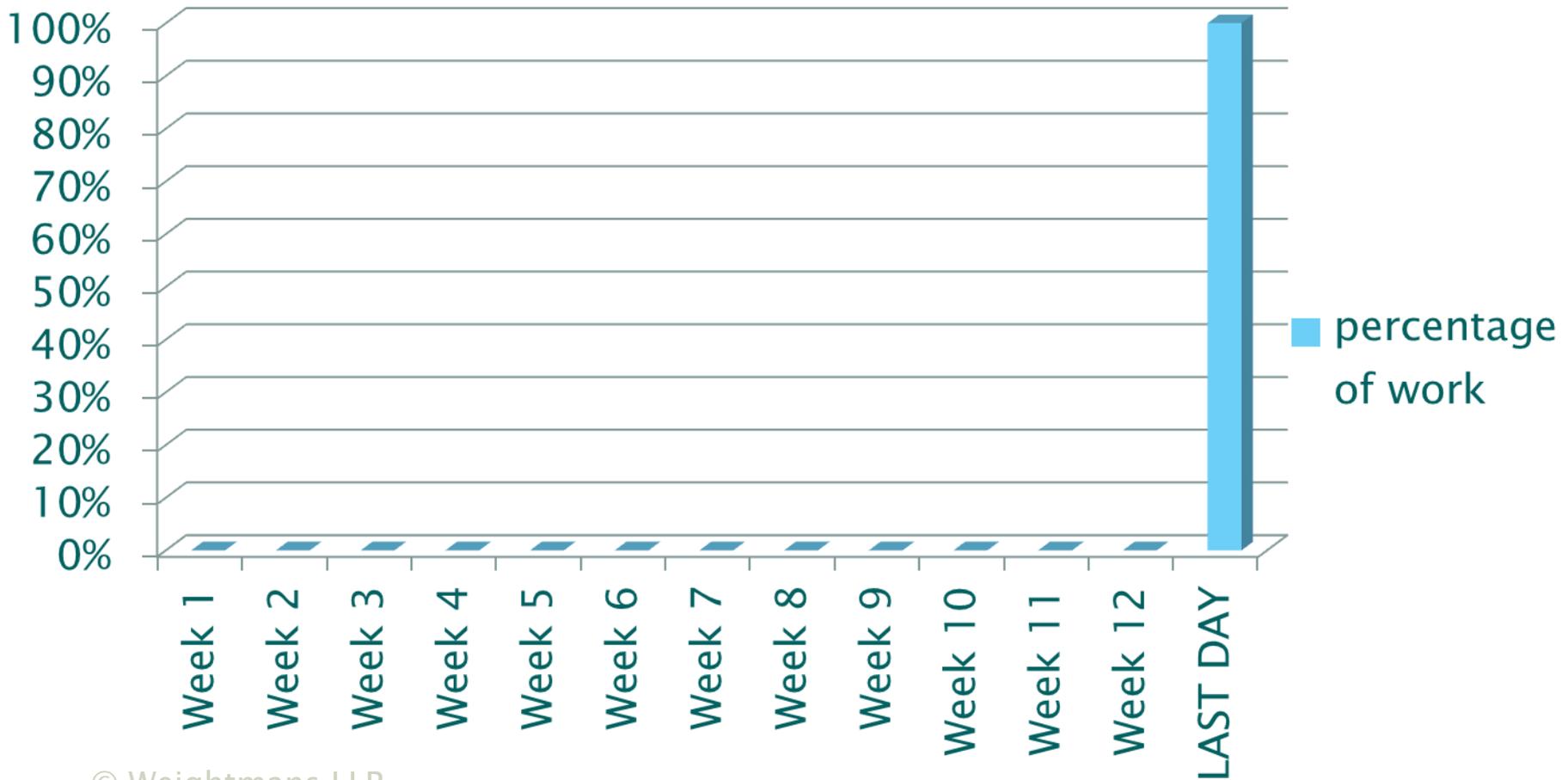
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## When I will do the 'big thing' v6





## When I will do the 'big thing' v...oh it doesn't matter now!

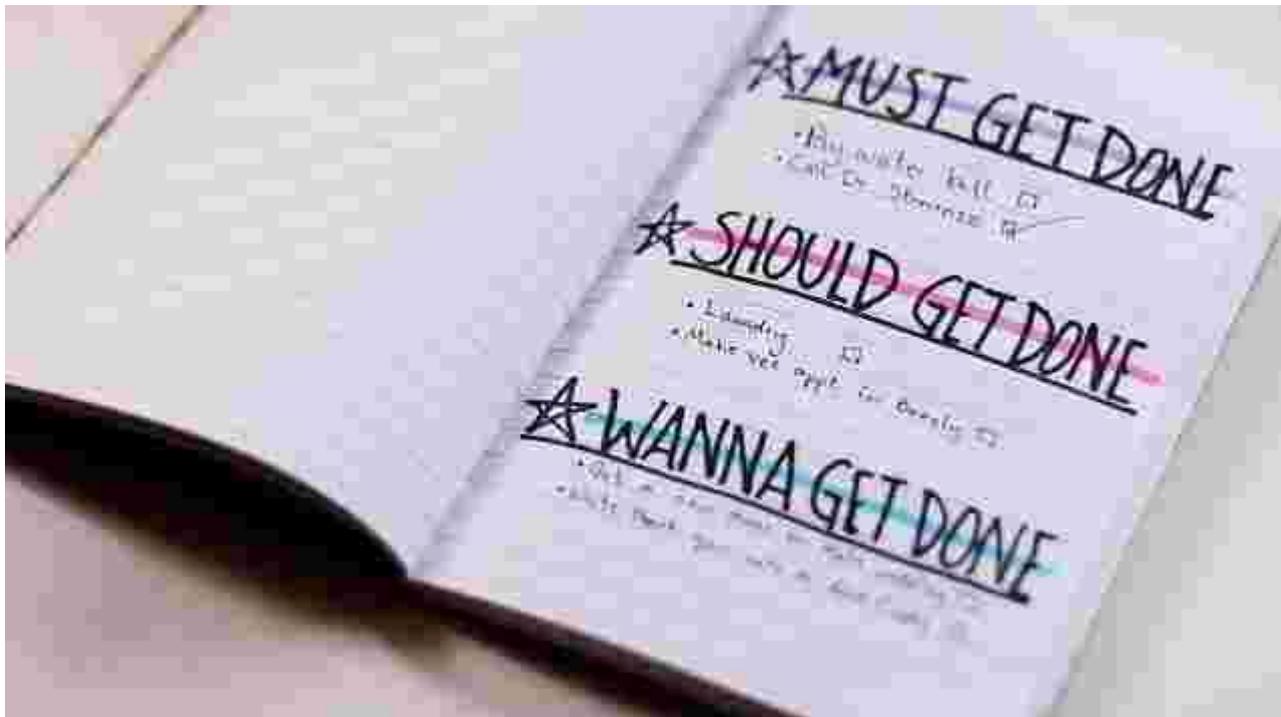


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...and you become



## How can you stop procrastinating, be more organised and feel more in control?



## Some ideas and techniques we use:

- Circadian rhythm ‘on fire’ time
- Pomodoro Technique
- Break into manageable chunks
- Not everything is an hour job
- Give a realistic starting task
- Clear diary/headspace etc to begin
- Get the right people to help/nag
- Ulysses contract
- Chores before play
- Reward yourself
- Visualise what having ‘the thing’ done will feel like
- Locke’s Goal Setting

**Circadian  
Rhythm**

**Locke's Goal  
Setting**

**Ulysses  
Contract**

**Pomodoro  
Technique**

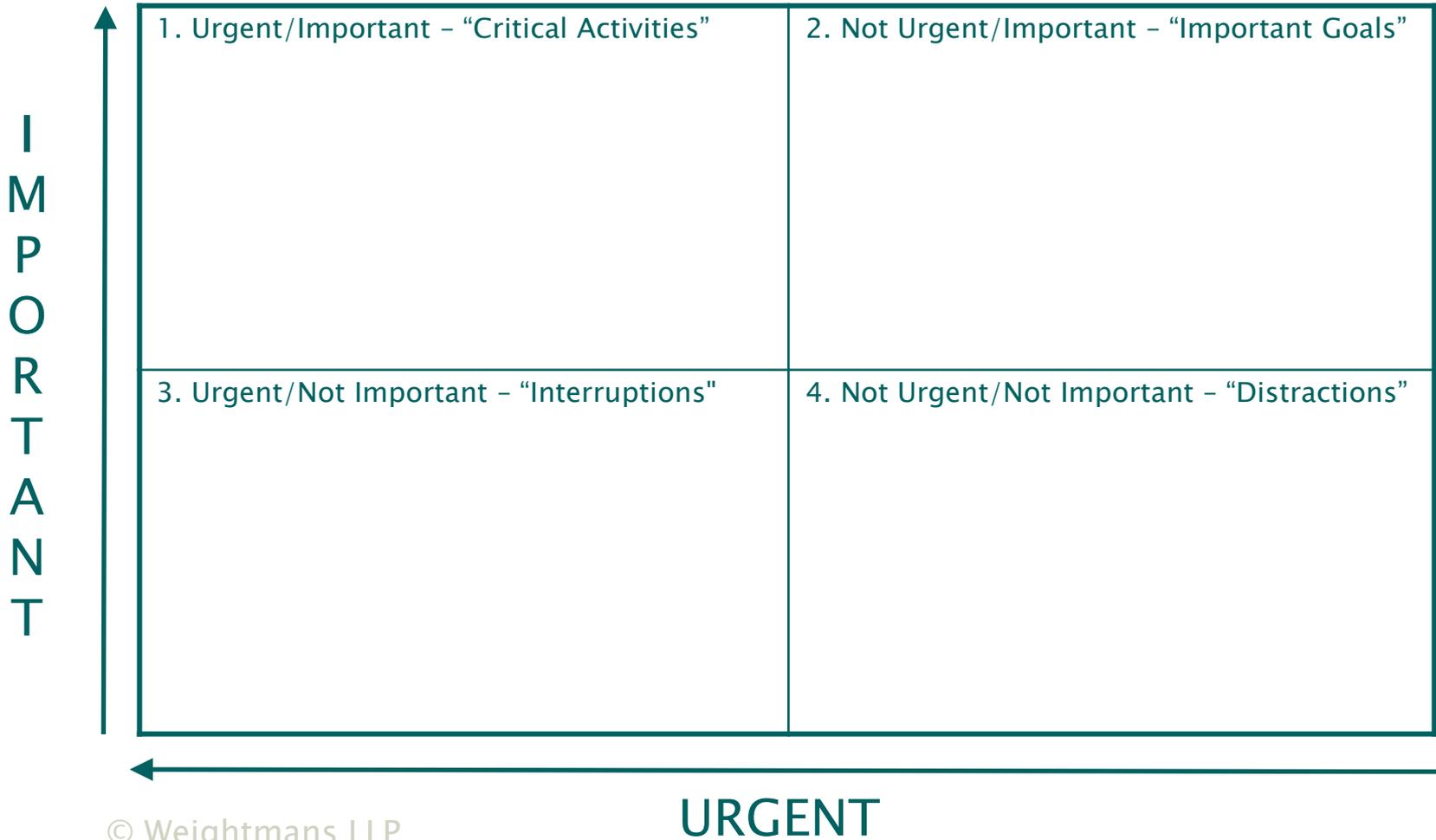
## Top tips you may want to try (but not all at once)

- Work on the big, difficult tasks when you have the most energy
- Give yourself specific targets
- Put something in place which puts pressure on you to complete the task
- Work on a difficult task for 25 minutes, take a small break and then repeat

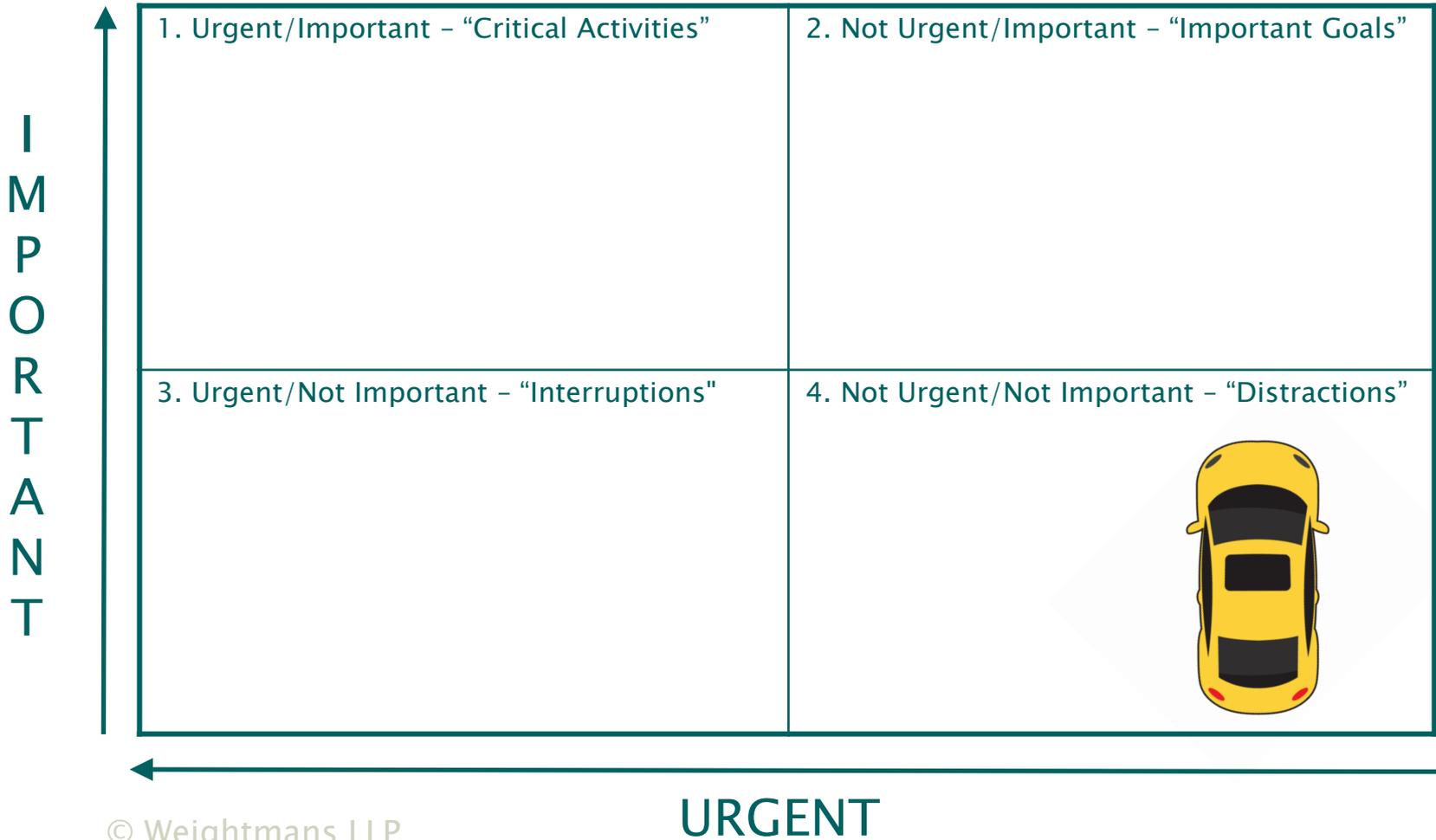
## Making Decisions – The 4 Ds

1. Do it now
2. Date/time activate it
3. Delegate it
4. Delete it

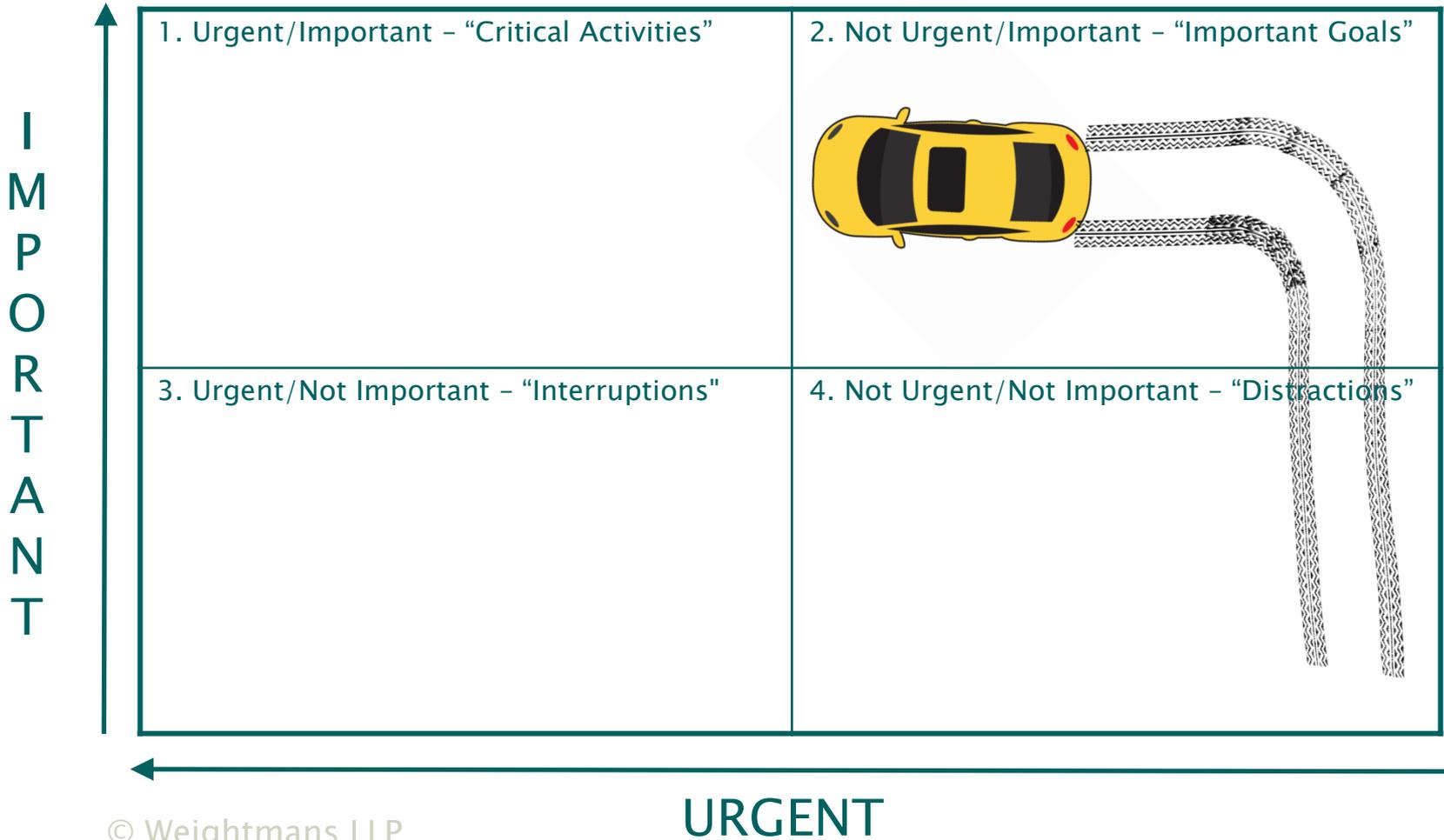
## Urgent/Important Matrix – Your Tasks



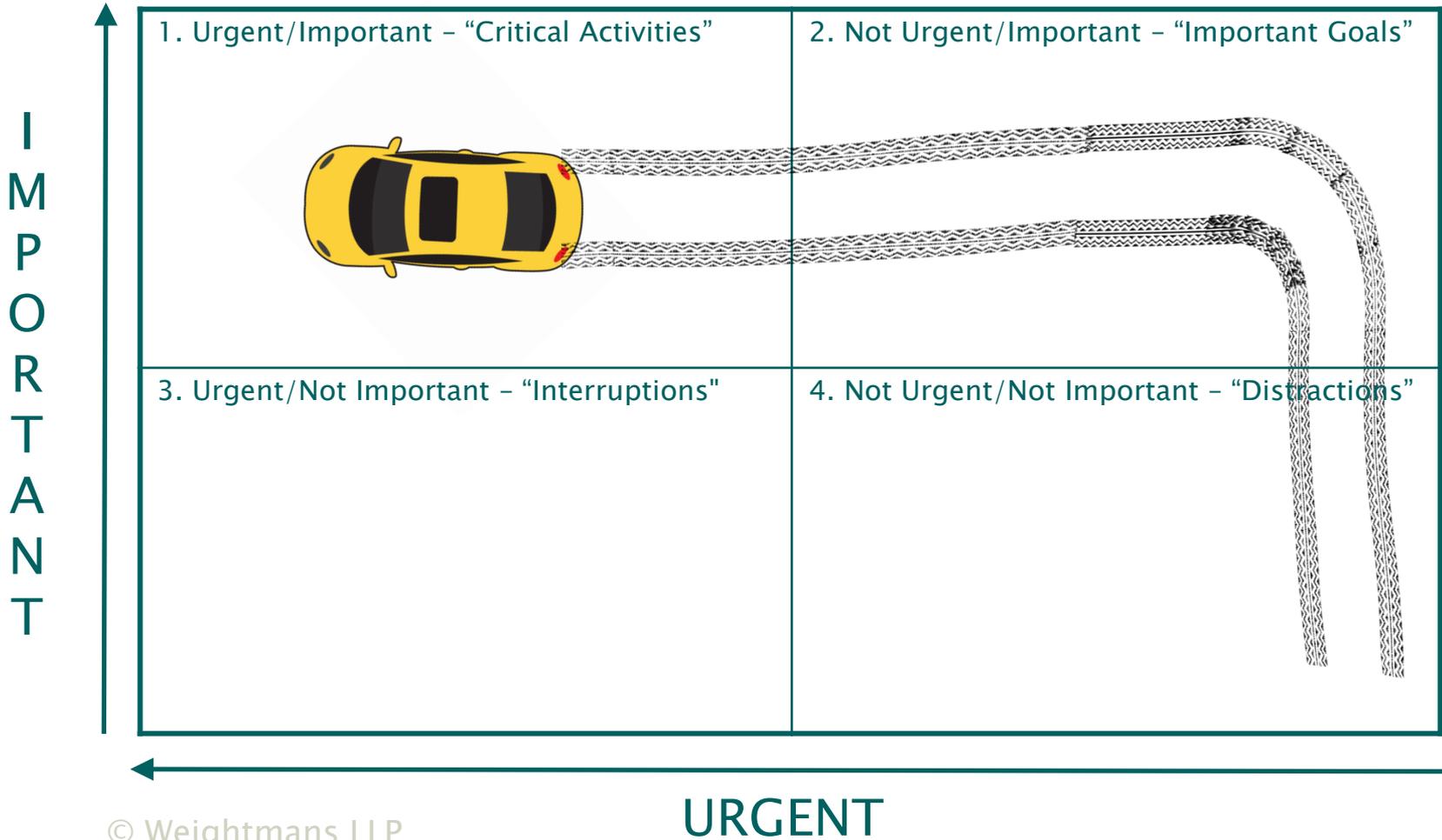
## Urgent/Important Matrix – Your Tasks



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# Urgent/Important Matrix – Your Tasks

I  
M  
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T

1. Urgent/Important – “Critical Activities”



2. Not Urgent/Important – “Important Goals”



3. Urgent/Not Important – “Interruptions”



4. Not Urgent/Not Important – “Distractions”



U  
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G  
E  
N  
T

## Summary

- Aim to reduce or eliminate procrastination
- Take back control of your time by trying techniques to make you more productive
- Make quicker decisions over when to do a task using the 4D principle
- Prioritise effectively to reduce the amount of important and urgent ‘stressful’ tasks

