




Time Management

With Susan Heaton-Wright



The background is a blurred image of a document. It features a line graph with a jagged, upward-trending line. There are handwritten numbers visible: '2.5' on the left, '2.47' on the right, and '20' at the bottom left. A pen is visible in the top right corner, pointing towards the graph.

Up to 25% more working
hours since working
remotely



Managers & Leaders
spending 70% of their
time in virtual/meetings

What are we going to cover



Understand how we as individuals work



Identifying where we waste time and where we work efficiently



Using the Time Management Elements to ensure we work efficiently



Introduction to a range of APPS and tools that can assist in using your time effectively



Applying the techniques to working remotely and in the office

Time Management Elements

Planning

Prioritising

Delegating/outourcing

Creating routine and work
environment

Identify what you do!





Planning

Week diary – blocking time

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|----------------------|-------------------------|----------------------|------------------------|
| Team meeting | | | | Send out confirmations |
| | Business Development | Weekly review with boss | Business Development | |
| | | | | |
| | | | | Team meeting |
| | | | | |



CHECKLIST



Who has a to do list?



Prioritise



High priority



- Deadline is NOW!
- Generates the most money
- Client has asked for something
- Meeting with clients
- Meeting with your team
- Sending proposals

Medium Priority

- Picking up the phone to clients
- Responding to emails
- Responding to enquiries
- Weekly reports
- Networking





Low priority

- Contacting clients
- Social media
- Doing the podcast



How could
you prioritise
your tasks?



Delegation
and
outsourcing



Could someone do this
better?



Outsourcing

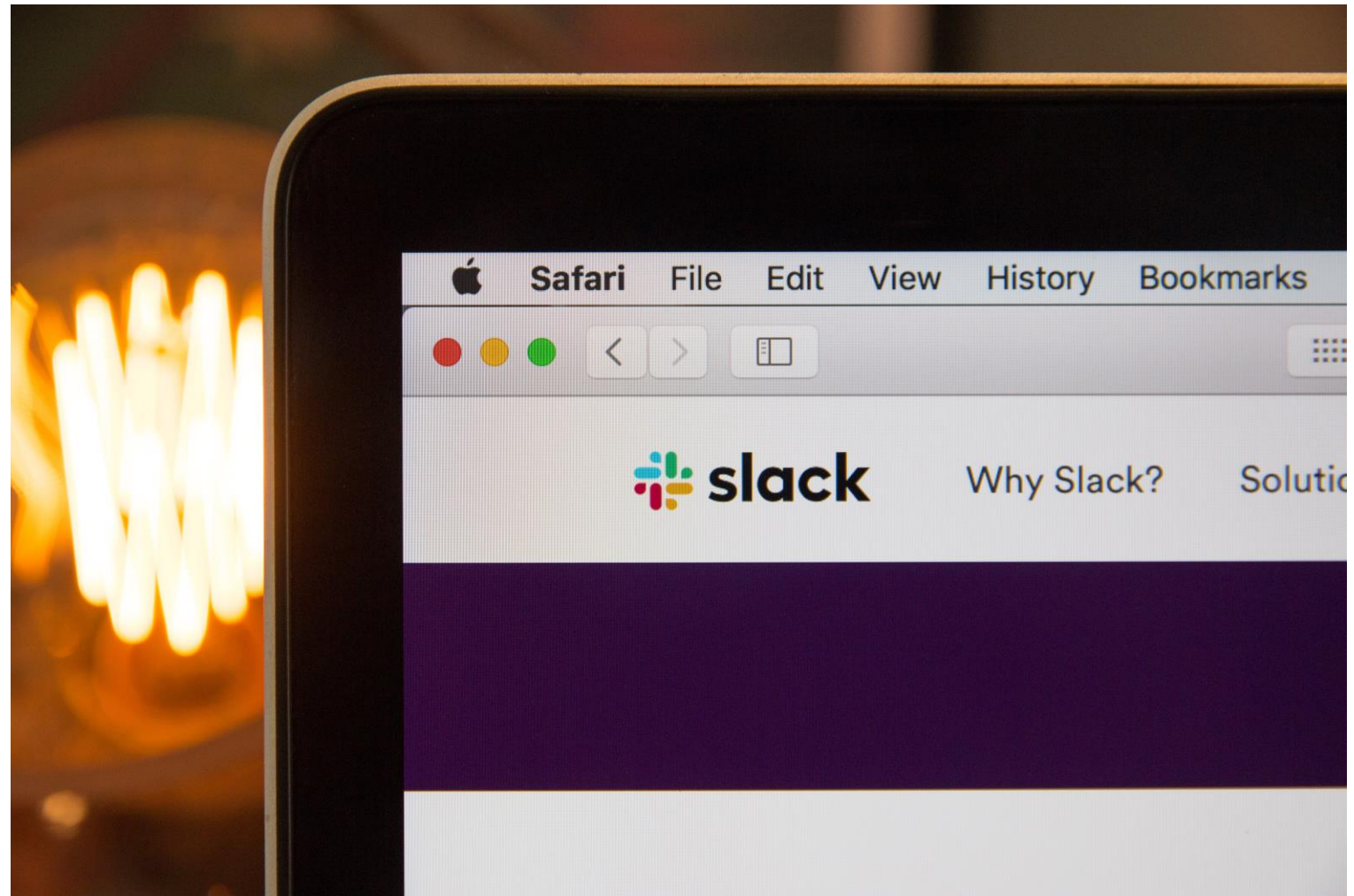
Do you outsource?

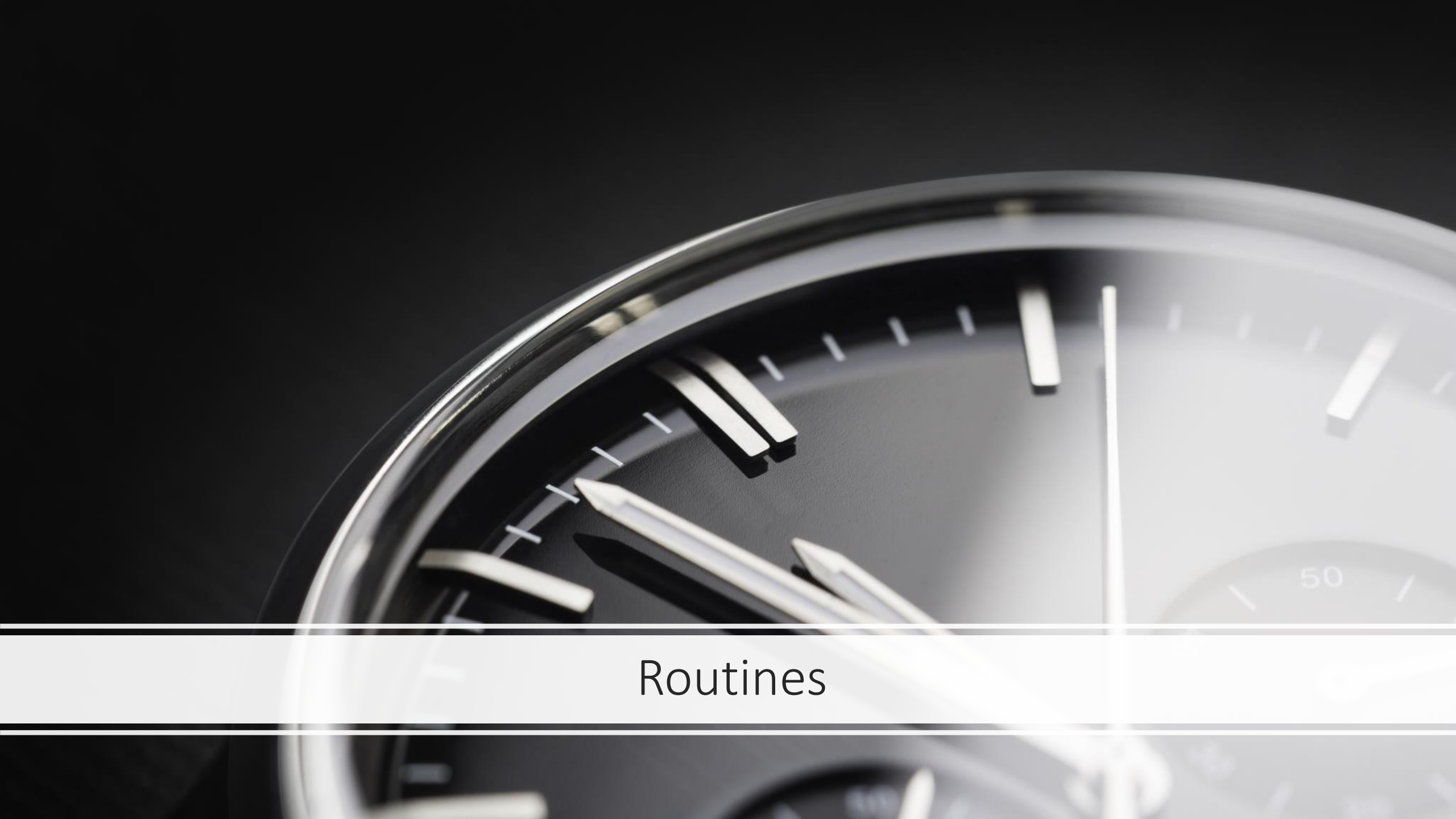
Create systems and
routines





Project
management
system





Routines



A top-down view of a dark wooden desk. In the upper right, a white smartphone lies next to a black pencil. A pair of black-rimmed glasses rests on an open notebook. Below the glasses is a white keyboard. In the bottom right corner, a white cup of dark coffee sits on a matching saucer. The word "Distractions" is written in white text across the center of the image.

Distractions




APPS

- Calendars – and everyone have a team one on their phone
- Alerts
- Project management app
- routines



Alerts





Remember: you can't do
everything

What going to cover



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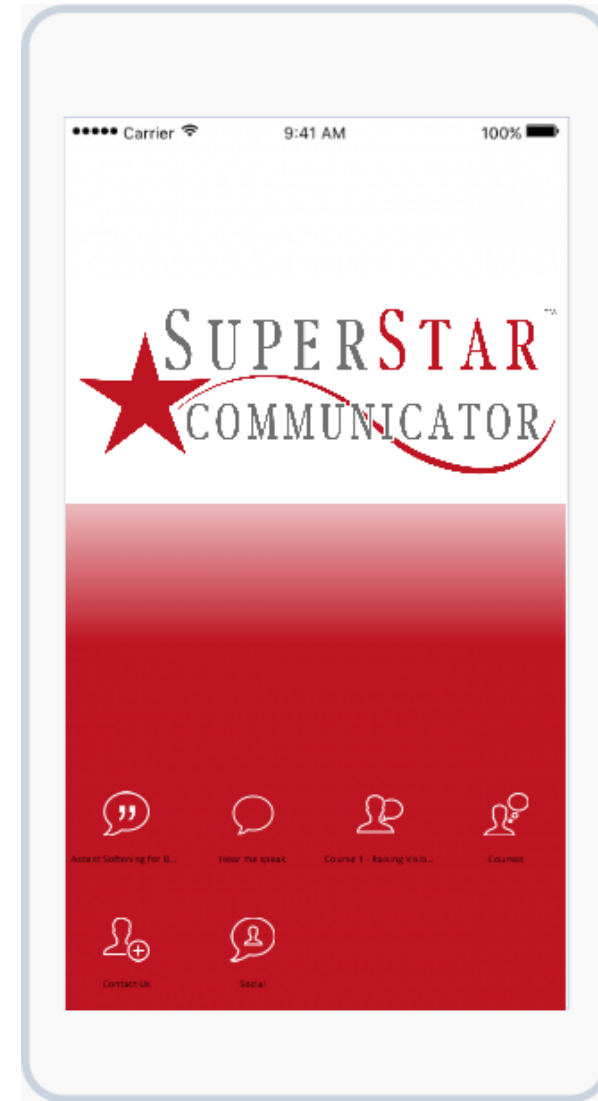
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Applying the techniques to working remotely and in the office

Superstar Communicator APP

- <https://bit.ly/2Wza2gO>
- Available on Apple and Google play
- Go to 'Slides, notes. Learning'
- NXT GEN





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