

What to do when you haven't got enough... **Time**

Discussion: Why does time matter?

Discussion: Why do you need to manage your time?

What is time?

Why does time management matter?

1. Accountability
2. Responsibility
3. Criticality
4. Flexibility
5. Desirability

Individual Exercise

Complete the time sheet: What does your week look like at the moment?

What are your reflections on what you've produced?

Show it to someone else, what do they make of it?

Discussion: What happens when you don't manage your time?

Six Suggestions of How to Manage Your Time/Self

1. Stick to Your Priorities

Question: What are the things that you simply have to find time for?

2. Distinguish the Important from the Urgent

Question: What are the urgent things that you need to learn to ignore?

3. Rank Your 'To Do' List

Question: When can you rearrange your 'to do' list?

4. Allocate time for People

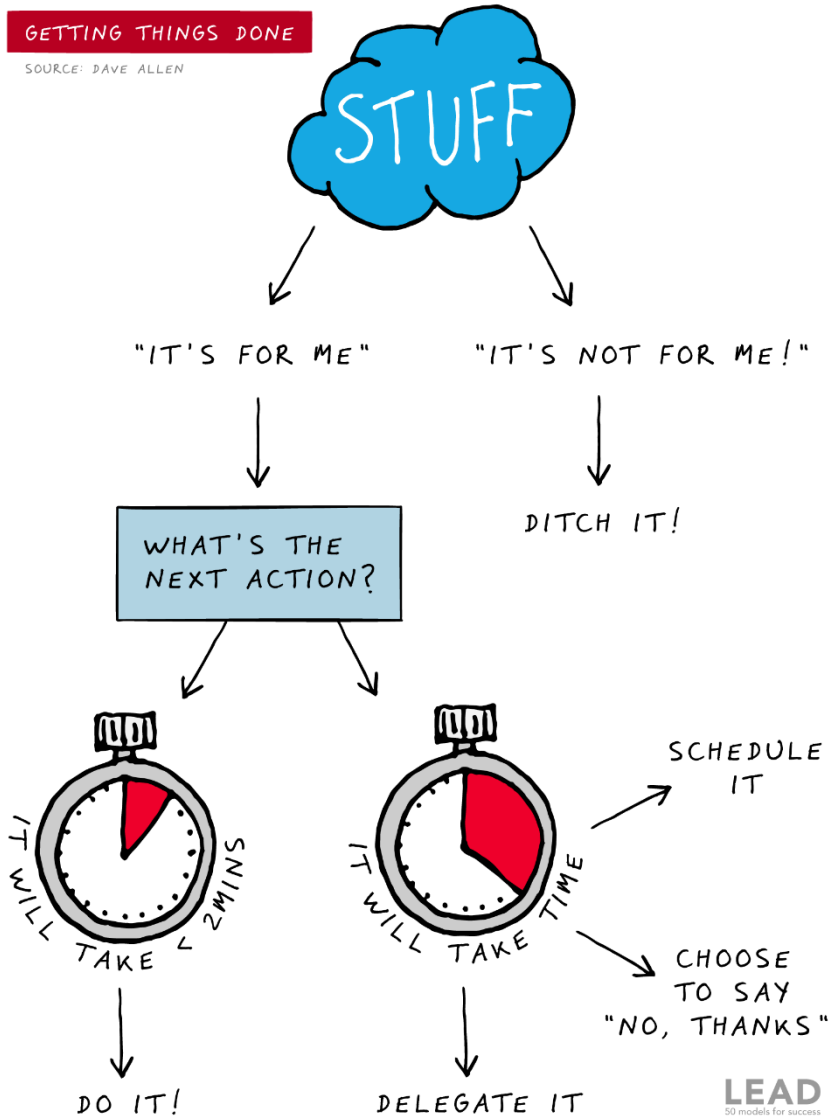
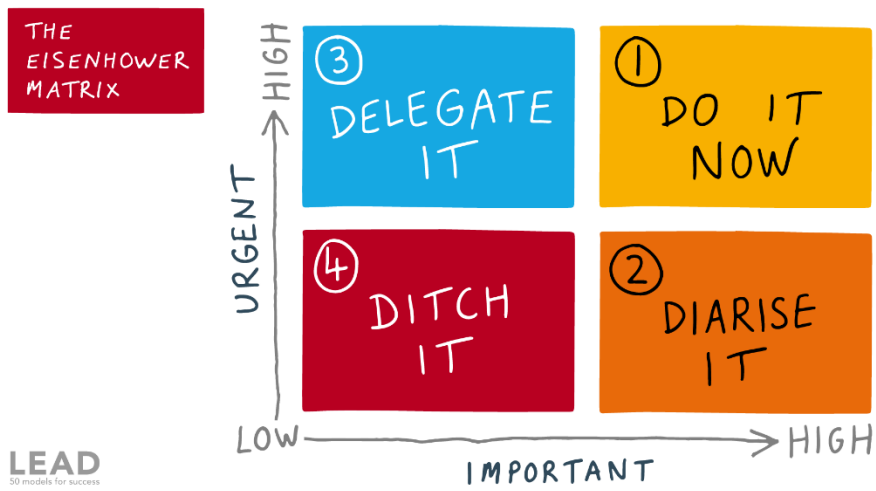
Question: Who are the people that you want to see?

5. Block Out Time Ahead

Question: What are some of the things that you need to block out?

6. Learn to Disappoint

Here are a couple of tools that might help you.



Discussion: Peer Coaching

How well do you handle time?

What are the reasons that you're not handling time well?

What could you do to handle time better?

Recommended Reading

Craig Hamilton Wisdom in Leadership 'Time Management Won't Help You', p111

Peer Pressure, CCEF Booklet

Do More Better, Tim Challies

What's Best Next, Matt Perman

Time for Everything, Matt Fuller

Helpful Links

<https://www.challies.com/?s=how+to+get+things+done>

<https://s3.amazonaws.com/domorebetter/ToDoist+Setup+Guide.pdf>

<https://s3.amazonaws.com/domorebetter/Productivity+Worksheet.pdf>

<https://www.challies.com/articles/8-email-mistakes-you-make/>

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