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# 10

## techniques and strategies that you can use to manage your time more effectively.

### 1. COMPLETE A BUSINESS AUDIT EACH MONTH

Take a look at your business and make a note of your top priorities for each day/week/month. Make a decision on where you want to focus your energy and then look at everything else you have been doing and decide what to do with it.

### 2. DON'T SWEAT THE SMALL STUFF

Work out what areas you add the most value to the business and make a decision that at least 80 per cent of your time will be spent on these activities.

### 3. DELEGATE

Let go of the reins and delegate your work more often. Whatever task you do from now on ask yourself - Should I really be doing this? Can someone else do this instead?

### 4. OUTSOURCE

You and your staff do not need to do everything you know! Nike doesn't actually make shoes! Could you outsource some of your tasks and operations to a third party outsider?

### 5. PERSONAL ORGANISATION

Make proper use of TO DO lists and your diary; make using them a habit. Can you automate any tasks like getting email on your mobile phone?

### 6. PROCESS IMPROVEMENT

By simplifying your business and your processes you can make it a lot easier to run. This in turn will lead to saving you a lot of time.

### 7. IMPROVE YOUR COMMUNICATION SKILLS

You will get the most out of your staff and save yourself a lot of time in the process if you can communicate what you want in a clear, concise manner. Assertiveness skills will also allow you to say NO in the right way to requests and will allow you to manage the frequent interruptions that you get on a daily basis.

### 8. FOCUS ON STRATEGY

Know where you are heading and why you want to get there. This will keep you focused on what is important. Continually revisit your strategy to make sure you keep on track and away from all of the distractions.

### 9. IMPORTANT AND URGENT TASKS ARE NOT THE SAME

As soon as you can make this distinction you will be able to categorize your tasks accordingly and know what to do with each one.

### 10. KEEP ON IT!

Keep analysing where you are spending your time on a monthly basis and make adjustments to what you should be doing and how you are doing it. We all stray off track from time to time so don't beat yourself up about it, just take stock and move forward.

IF YOU WANT SUPPORT DEVELOPING YOUR TIME MANAGEMENT STRATEGIES FOR WORK AND PLAY

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