

## The problem with Time.....

- Do you ever get the feeling that there's just not enough hours in the day?
- Does it sometimes seem that you've got so much to do that you can't really face starting any of it?
- Do you find yourself doing pointless tasks to avoid doing the things that you are supposed to do?

If the answer to any of these questions is, "Yes" then congratulations! You're the same as everyone else.

We hope this helpful little book will help you use your time more effectively



For more information about the wide range of courses we offer and for more free downloads, go to:-

[www.malit.org.uk](http://www.malit.org.uk)

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**The little book  
of  
Time Management**

# MALIT 3 Top Tips

## LEARN TO PRIORITISE

There is an old saying, *'You can do anything if you put your mind to it, but you can't do everything.'*

In our increasingly busy lives we are always trying to cram more and more into the same amount of time. In order to manage our time effectively we must prioritise (decide the rank order in which we need to do things.)

**Activity—Make a list of all the tasks you have to do (yes everything!) Now give them a number 1—for the most urgent down to 10 for least urgent. Train yourself to do tasks in order of importance not enjoyment!**

Activity	Importance

## AVOID AVOIDING

Resistance is a feeling of dread you get when you are faced with a task that you really don't want to do.

If you don't complete the task, resistance grows until it seems impossible to complete, what is an essential activity. The best way to avoid resistance. Is to ACT.

In other words, just make a start on whatever it is you have to do. You can make this easier by setting yourself a time limit as well, so that you know you will be finished by a certain time.

**Activity: Think of something you have been putting off for ages that you really want get done. Set yourself a time and a time limit which will get it done TODAY!**



## PLAN, PLAN, PLAN

There are any number of different ways to schedule activities. The key to planning is that you use one.

Whether you use a computer, your mobile phone or a diary or copies of the time management sheets available on our website, try and apply the following principles !

**Focus:** You need to be clear about what it is you wish to achieve in the time that you set aside.

**Range:** Make sure that you include a range of activities in your scheduling. Don't just focus on immediate priorities but remember also to tackle those long-term, lower priorities.

**Relax:** You must timetable in tasks that you like in order to stick to your plans. Put in loads of interesting and relaxing activities so your brain associates planning not just a task associated with work!