

# Becoming an ultra productive time manager

Workbook



# hello.

Time is our most valuable finite resource. This workbook helps you analyse how you use it, and provides tips and techniques in becoming an ultra productive time manager.

## KEY SECTIONS

- 1 "Where am I going?" Your personal & business goals
- 2 "How do I spend my time?" Your weekly activities
- 3 "What am I paid to do?" Key priorities & tasks
- 4 Handy hints to regain control

If you have any questions or would like to book a FREE initial consultation, please contact us:

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## Section 1 – “Where am I going?”

### PERSONAL AMBITIONS:

*What are the three most important things you want to achieve in the next 3 years?*

1.  
\_\_\_\_\_  
\_\_\_\_\_
2.  
\_\_\_\_\_  
\_\_\_\_\_
3.  
\_\_\_\_\_  
\_\_\_\_\_

### BUSINESS AMBITIONS:

*What do you want to deliver for your business in the next 3 years?*

1.  
\_\_\_\_\_  
\_\_\_\_\_
2.  
\_\_\_\_\_  
\_\_\_\_\_
3.  
\_\_\_\_\_  
\_\_\_\_\_

### IN REVIEWING BOTH OF THESE SETS OF AMBITIONS:

1. If you achieved all of them what will the consequences be for you, your family and your business?  
\_\_\_\_\_
2. What do you feel you need to change?  
\_\_\_\_\_
3. Who do you need to talk to about implementing them?  
\_\_\_\_\_
4. When will you start putting the implementation plan together?  
\_\_\_\_\_
5. When will you critically review the list for practicalities and who ought to help you with that?  
\_\_\_\_\_

## Section 2 - "How do I spend my time?"

### A TYPICAL WEEK TIME BALANCE SHEET

OPENING CREDIT: 168 HOURS	
	Debit (hours)
Working at home in the evening	
Travelling to and from work	
Other travelling - either family or business	
Client / supplier meetings	
Speaking to people on the telephone	
Unplanned interruptions and crisis management	
Emails	
Business reports and presentations - writing & reading	
Business planning and performance	
Updating people about the business (internal and external)	
Meeting other colleagues from similar businesses	
Showering, dressing, eating, sleeping	
Watching TV	
Keeping fit	
"Weekend jobs"	
General time with family / friends	
Reading	
Personal development activities	
Networking	
New Year's resolutions	
Hobbies	
	Subtract (A) from 168
	Total time available =

## Spending time

Listed below are the activities which we should be involved in as part of leading. It is not a list of tasks, more a general list of what you are paid to do. Do not be concerned about coming up with an exact figure - this is more to identify any areas of major differences and the reality of your role.

Activity	Time		
	% Like / should	% Actual	% Ideal
Thinking			27
Planning			27
Managing			25
Doing			15
Reviewing			6
Total	100%	100%	100%

## People and your time

1. Identify the one individual or group of individuals who seem to take up most of your time.

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2. How do they use your time and what are the problems associated with this?

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3. What actions can and are you going to make, so that this individual or group will use your time more effectively?

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## Section 3 - "What am I paid to do?"

### RESPONSIBILITIES

*List 5 key job responsibilities:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### WHAT DO YOU ACTUALLY DO?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

*Could you: delegate, outsource, use technology or stop doing any of these activities?*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**TASK IDENTIFICATION**

*List all the tasks in detail which you are currently undertaking and prioritise them in order of their importance:*

Important / urgent = jobs with time deadline or status demands attention)

Important / non-urgent = jobs directly related to your objectives)

Less important / non-urgent

*Remember to look at your objectives which will help you decide the above - your tasks should only be in pursuit of your objectives!*

Priority	Task	Who could you delegate this to?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

*This is a task you will need to revisit on a weekly basis. Revise your priorities and manage your time efficiently.*

## Section 4 – Handy hints to regain control

### CRISES

Do not just rely on your ability to fight fires

Procrastinate less, do not leave things to the last minute

Keep your main objective in mind – do not get side tracked by urgent but relatively unimportant problems

Remember that things usually take longer than you would think – allow for this in planning – be realistic

Encourage your whole team to help not to hinder each other

### TEAM MEMBERS – DELEGATE MORE

Do nothing you can delegate – it takes time but saves in the end

Do not delegate responsibility without delegating the authority

Expect your standards of performance to be met consistently

Be aware of their work pressure – do not unnecessarily interrupt them

Are you their problem, must they regularly wait for instructions?

### THE DAY: CONTROL IT

Plan tomorrow, tonight. Create a daily plan with similar tasks grouped together

Set one key objective for the day – and do not leave until you have done it

Ignore calls and emails unless there is an emergency. Limit interruptions, turn off social media

Get to know your best time for working and do the most important things then

Organise a meeting in your diary to work on your most important task

### MOTIVATION – UNDERSTAND YOURSELF BETTER

If you procrastinate:

- Pick on one weak area at a time
- Plan how to overcome it
- Start straight away

Do not destroy your good ideas with negative fears before you have even tried them out. Do not be a perfectionist in everything you do – only the important priorities

Set yourself deadlines and time scales for most jobs. Remember you will feel better having completed a job, tired or frustrated if you haven't

Start the day off with either an enjoyable or nasty task

Narrow the gap between thought and action. Get into good habits and stick with them



## BEING ASSERTIVE

Prepare in advance – think through what the objections could be – if necessary “dry run” the meeting

Remember body language – keep eye contact

Use “I” statements

Recognise that the other person has rights as well – they may say “NO” or modify your request. Be prepared to compromise – think of a win-win situation

Stay objective – a rejection is normally not a rejection of you as an individual. Ask why if rejected

**Visit our website and join our mailing list for more useful resources or follow us on social media.**

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