

What's eating your time?

with

Eleanor Shakiba

Director, Think Learn Succeed



“think
learn?
succeed”

“Smart training for clever people”

Bad habits can gobble up your time. Tackle your time management problems in three small bites.

Are you biting off more than you can chew each day? It's time to start a time management diet. Here are three time management trainers' tips on getting started.

1. Say 'no' to interruptions

Interruptions are like snacks. They play havoc with your time diet. You need to resist the temptation they offer. Most interruptions add little value to your day. Say 'no' to them by:

- Letting people know your plans. They're less likely to interrupt if they know you're working on something important
- Putting up a sign or leaving a voicemail message. Saying "available after 10.00" is more effective than saying "do not disturb." It lets people know when they can speak to you – and makes them think twice about interrupting

2. Organise your workspace

Successful dieters clear out their cupboards. So do good time managers. If your workspace is a mess, you can spend up to four hours a week looking for things. Save time by:

- Placing only *essential* items on your desktop (computer, phone, notebook)
- Grouping like objects together in boxes or organisers. This makes them easier to find
- Emptying your workspace of everything but the project you're working on
- Tidying your work area at the end of each day

3. Track what you do

A food log helps you work out how many calories you consume. A time log assists in tracking the minutes tasks consume. Try keeping a time log for a week. Write down what you do every hour. You'll quickly see where your time gets gobbled up. Then you'll be able to quit time-wasting habits.

Read more about it

De Posada, J, 2005: *Don't Eat The Marshmallow Yet*

Can you achieve more success in life by learning to delay gratification? Buy this book to find out. It's inspiring and easy to read

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