

Smarter Working

Quick guide

Your Challenges

Your actions

The myth of Time Management

Time + Activity = Performance

Time is fixed; you cannot increase or decrease it so to increased performance you need to get better at your activity.

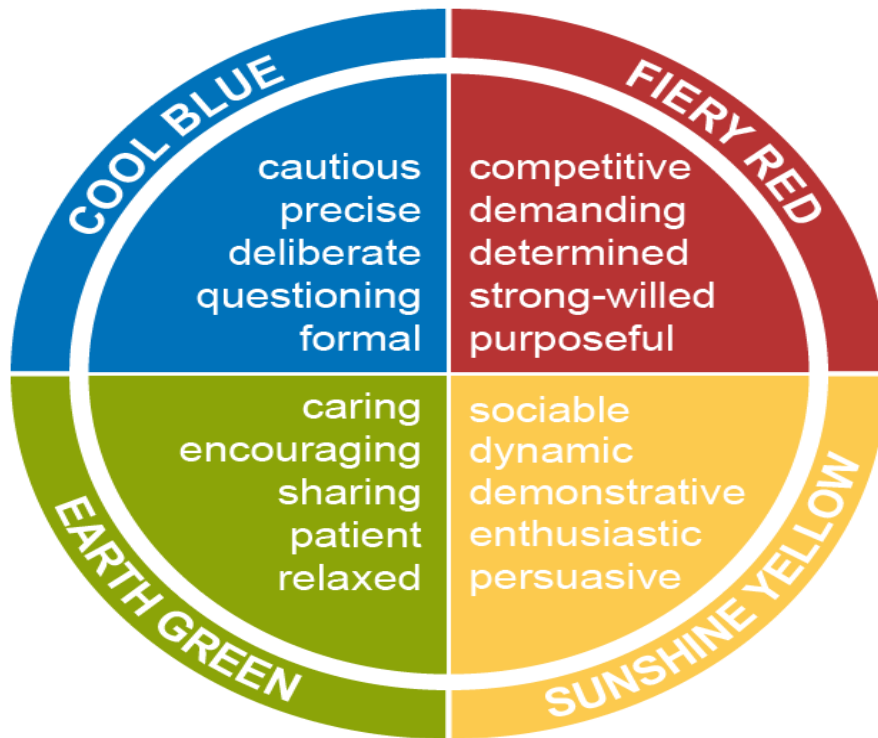
“If you always do what you’ve always done, you’ll always get what you’ve always got.”

–Sachel Page



What is your personal working style?

#



The World's biggest time wasters

Cool Blue

You may get bogged down with unnecessary details and lose sight of the bigger picture - "analysis paralysis" can waste a lot of time.



Fiery Red

May be distracted by desire for control, action orientation and focus on task resulting in ignoring or neglecting 'people' issues - consequently often experiencing aggressive or passive resistance and time is wasted.

Top Tips for your working style

Earth Green

The desire for harmony and concern with social issues may distract you from concentrating on the task in hand - lack of task focus can cause time to be wasted.

Sunshine Yellow

The desire to fulfil dreams and goals may mean the necessary underpinning detail is ignored - ignoring important details eventually results in wasted time.

Earth Green

- Volunteer for something.
- Be more decisive on tough issues.
- Accept tighter time scales which might feel uncomfortable.
- Generate and share new ideas.
- Look for the advantages in any change.
- Be direct when you need to be.
- Add a sense of urgency.
- Be adventurous.

Sunshine Yellow

- Concentrate on the job in hand.
- Do first things first.
- Review all the rational alternatives.
- Apply 'tried and tested' solutions, not just novel ones.
- Realise that some detail matters and is important.
- Respect others' need to concentrate.
- Remember discipline helps achieve results.
- Resist involving everyone in everything.
- Finish one thing before moving on.
- Do the paperwork.

Cool Blue

- Remember the desire for perfection can delay action.
- Involve the team in ideas.
- Leave time for a bit of socialising.
- Try working on several projects at once.
- Enjoy the journey.
- Practice using spontaneity and imagination.
- Realise others may see you as critical.
- Occasionally show enthusiasm for a tight deadline.
- Just do it now!

Fiery Red

- Listen more carefully and consider before acting.
- Remember others views may be as valid as yours.
- Look before you leap.
- Respect others' time.
- Get buy-in from others before moving forward.
- Lighten up sometimes.
- Remember not all details are irrelevant.
- Go back and review your plans from last month.
- Allow more time than you think you need.

Reflect on your approach to work.

What strengths are useful to you?

What do you need to address to increase performance?

Classic Techniques – Rocks in a bottle

Fill your jar with boulders first – first things first. Boulders are the progress tasks that move you forward and achieve your Key Results.

Then fill it with gravel – tasks that are important but not as strategic.

Then worry about the sand and water – the mundane maintenance tasks that fit around everything else.



Think about next week – what are your boulders, gravel and sand?

Urgent/Important matrix

<p>Not Important and Urgent</p> <p>Interruptions</p> <p>Some phone calls</p> <p>Some email</p> <p>Some meetings</p>	<p>Important and Urgent</p> <p>Customer enquiries</p> <p>Pressing problems</p> <p>Deadlines</p>
<p>Not Important or Urgent</p> <p>General admin</p> <p>Travel arrangements</p> <p>Activities someone else should be doing</p>	<p>Important and not Urgent</p> <p>New opportunities</p> <p>Changes to systems</p> <p>Planning and strategy improvements</p> <p>Personal development</p>