

10 TOP TIPS FOR **GETTING MORE DONE**



TIME MANAGEMENT

Specific

S
G

Measurable

M
O

Achievable

A
A

Realistic

R
L

Timely

T
S

01

SET SMART GOALS

It is important to set SMART goals, either for yourself or your team. These goals should be linked to your wider targets. Break goals down into quarterly, monthly or even weekly to make them more manageable. By having SMART goals it gives you structure towards achieving your wider targets.



ALLOW SPARE TIME FOR UNEXPECTED TASKS



USE PEN AND PAPER OR TECHNOLOGY

CROSS OFF TASKS WHEN THEY ARE COMPLETED



WRITE TASKS DOWN END OF PREVIOUS DAY OR FIRST THING IN THE MORNING



REVISE/UPDATE LIST OF TASKS THROUGHOUT THE DAY



ALLOCATE URGENCY AND IMPORTANCE TO EACH TASK

IF MOVING ITEMS FROM LIST REGULARLY, ASK IF IT SHOULD BE ON THE LIST



SCHEDULE TASKS FOR APPROPRIATE TIME OF DAY



02

USE A DAILY LIST

Whether you write it down or use technology it is extremely helpful to have a daily tasks list. Prioritise your list in terms of urgency and important and add time slots to each task. Cross off the task when completed. Do not put too many tasks on your list, if you are moving tasks from day to day, ask yourself should they be on there at all? Leave gaps of time for unexpected items. Ideally write tomorrow's list the night before or first thing in the morning.

01

Social Media

02

Procrastination

03

Lack of Planning

04

Lack of Goals

05

Disorganisation

06

Not Asking for Help

07

Meetings

08

Interruptions

09

Multi-Tasking

10

Inability to Say No

03

ELIMINATE TIME WASTERS

Most people waste a lot of time during the day. It is important to work out what are your time wasters. You can do this by filling in a time log over a period of one or two weeks. This will track what you do hour by hour and help you analyse what tasks had direct relevance to your goals. You can reassess how you can do better, make improvements and delegate or completely delete some things that are wasting your time.

**YOUR FROGS
are your most
vital tasks**

**Eat your ugliest
frogs first. If you
start your day by
eating the
ugliest frogs,
you'd have
tacked the worst
thing that day
and can multiply
your results**



04

EAT THAT FROG

The well-known process Eat That Frog is used for practising the habit of tackling the most vital tasks first thing in the day. Ideally the task that you are also less keen to undertake. By doing these first it gets important tasks done and it has been proven we are then more productive throughout the day. Sometimes known as the ABCDE method. It helps you structure your plan for the day by creating a list from A to E A being the most important task - The frog you should eat first!



SET OUT TASK
TO DO



WORK FOR 25 MINUTES
OR 1 POMODORO



RECORD YOUR
PROGRESS



TAKE A SHORT
BREAK



BACK TO WORK

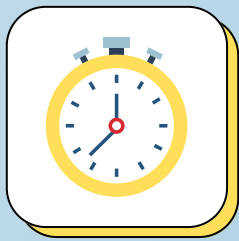


LONG BREAK AFTER
3 POMODORO

05

POMODORO TECHNIQUE

This technique is a strategy that allows our brains to rewire and work in short bursts in the time we have. It states the ideal time burst is 25 minutes (but they can be shorter if you have less time). You decide on the task and then work for 25 minutes focussing on only that – you then have a 5 minute break and repeat for 4 x 25 minutes bursts in total. At the end of these 4 x 25 minute time slots you should take a longer break of 30 minutes. This allows our brain to focus on the task at hand and have the important breaks to reset.



Have set times for reading emails



Turn off notifications and alerts



Pick up emails in dead time



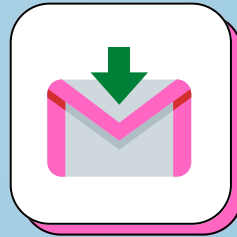
Build good habits for your inbox



Set up and use 'Rules' in your inbox



Acknowledge emails with a simple 'Thanks'



Keep emails short



Organise your inbox with labels and folders

06

EMAIL MANAGEMENT

We need to organise and manage emails now more than ever as we are inundated with emails. A disorganised and cluttered inbox can lead to unanswered urgent messages. It can also promote procrastination, as overwhelm makes us decide to leave it for later. Having your inbox organised by using online tools will dramatically improve your time management, there are many tools and rules you can use / apply to set up folders, sweep emails into folders, follow up etc. Also having set times during each day when you focus on your inbox, rather than having it open at all times can also improve your time management. Why not try an hour at 9 / 12 and 4 and turn off the notification noise at other times.

THINGS YOU SHOULD DELEGATE

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Anything others can do quicker than you

Anything others can do better than you



Anything that can help others develop & grow

Anything others can do cheaper than you



Anything that can help motivate others

Tasks that are not your responsibility



07

DELEGATION

Delegation is a skill most people hugely underutilise. You don't have to do every task yourself. You have team members and colleagues who are more than able to help when you are overwhelmed. If they are better at a task, cost less than you, can do it quicker than you or perhaps will improve their skills set and knowledge by doing it - then they are a good person to delegate to. Get into the habit of learning and utilising good delegation techniques.



PURPOSE

- Why are we meeting today?
- What is the objective of our meeting?



PROCESS

- Face-to-face or virtual?
- How long is the meeting?
- What is our meeting process?
- How do we share actions and information from our meeting?



PEOPLE

- Who should attend?
- How do we work together?
- How do we make decisions?
- Who does what?
- How does everyone contribute?



PROGRESS

- What actions to move forward?
- How do we review our progress?
- What else can we try?
- Next steps?

08

MEETING MANAGEMENT

Now we do more things virtually, we have more meetings than ever and we need to be strict with our time and ask is this meeting in direct relevance to my role or my goal? If not, do I need to attend the meeting? Or do I need to attend all of the meeting, or could I join for part of the meeting? A meeting for the sake of a meeting is not a productive use of time.



09

PRIORITISE TASKS

The urgency and importance matrix, sometimes known as the Eisenhower grid is a great way to prioritise tasks. Using this grid to help prioritise your daily tasks by urgency and important, helps you to understand the activities you should focus on and those that you should delegate or even eliminate.

APPS THAT HELP YOU SAVE TIME

MindNode

Task Management & Organiser



Otter.ai

Meeting Organiser & Voice Notes



Trello

Project Management & Task Organiser



Focus Keeper

Pomodoro Timer & Task Management



Todoist

Task Management & Organiser



USE TECHNOLOGY

Technology is a great way of helping you manage your time. There are so many free apps that can be used to help with time management. Also make sure you are fully aware of the rules and functions of Microsoft Office and other virtual tools. Make sure you are keeping ahead of technology and using it appropriately to help you with your time management.

WHATS NEXT?

**CONTACT US
FOR MORE INFORMATION**



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