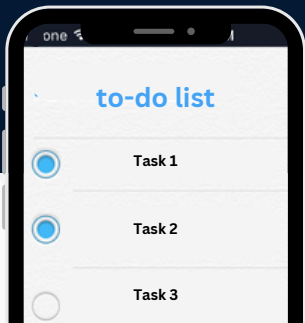


THE VALUE

OF USING

DAILY LISTS



Daily Lists

Developing a system for dealing with everyday tasks and problems, is key to better time management. Daily lists are nothing new. However, there are some common mistakes made:



Believing that writing and prioritising the list takes too long



Keeping the list in your head



Writing a list then ignoring it until the end of the day



Making the list too long



Only using lists as a means of crisis management



Making Daily Lists Work for YOU



Write them down

We are more committed to a daily list when it is written down. This also removes the risk of forgetting something. Write it the night before and revise first thing the next morning if needed.



Prioritise the list

Make sure that the most important tasks are highlighted and the list is properly prioritised. Remember just because something is first on the list it doesn't mean it's the highest priority.



Making Daily Lists Work for YOU



Schedule your lists

Use your diary to schedule your list, taking into account the following:

- ▶ Deadlines for tasks
- ▶ How important the task is
- ▶ How difficult the task is
- ▶ How much time will it take
- ▶ Are other people affected?
- ▶ When others are able to help



Revise your list

If the list is too long to be completed in a day, schedule tasks for later in the week, or if possible, delegate the tasks to others. Don't get into the habit of keeping moving things onto the next day.



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