



## Where has the DAY gone?

Do you find yourself saying that almost every working day? We are all TIME POOR aren't we? Here are **six helpful time saving tips** I discovered some time back that have helped me maximise the time I have each day.

1. **Make a list.** Use the tools in your pocket that you carry around with you everywhere. I'm talking about your smartphone. If you are in a leadership role or take yourself seriously no matter what you do, get one if you are still living in the early 90's. Ask yourself "Do I need to complete this thing, task or whatever it is that is consuming your time and headspace". If the answer is yes then dump it down, stop trying to remember everything. Put the important things in your life, goals, shopping lists, project detail – whatever it is on the list. There are many to-do-lists out there, many that have smartphone apps. The two tools I use the most is **Wunderlist** for lists or tasks per client or department or person or section of my life that I need to remember things that must be done. The other tool is **OneNote** from MS. This is a brilliant way to take minutes or notes or to draft up plans for something. Good thing with this is that if you have a touch screen on the device you are using you can draw diagrams etc. Check them out, both are very easy to use.
2. **Plan your discussions.** Many of us like to just fly by the seat of our pants or 'wing it'. We are setting ourselves up for disaster. Know what you want to say, and why. Know what the other person is going to think, or say as a response. Know what you are going to do each step of the way. Instead of interrupting a colleague or associate several times a day either in person, by phone or email, why not list out all the items that you need to cover off for discussion and make a regular time to meet and go over the ones that really matter when you finally get together.
3. **Set target dates for each job or project on your list.** There is a saying "work expands to fill the time available". So set deadlines. Wunderlist will allow you to set reminders, due dates, attach files, audio or images and so much more. You can even develop a set of tasks and subtasks and delegate that to a subordinate.
4. **Allocate time for stuff that matters.** Block off appropriate chunks of time in your calendar to complete work that needs to be done that day. Consider them appointments that can't be moved depending on the priority of task.
5. **The 3 D's.** You have to do one of these... Do it, Delegate it or Dump it. Take on this approach with paperwork or even emails that keep heaping up in front of you. Be mindful to only dump paperwork or email subject matter if you know where to go and get it again should you have the need.
6. **Delegate effectively.** Whenever you are loading up with another issue or matter or task as a leader given your responsibility, always ask yourself "Who is the best person on the team or within the organisation to do this task?", then give it to them. Often there are others that can complete the job in less time or at less expense and it would free you up to do whatever you do best.

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