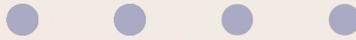




# 7 WAYS TO OPTIMISE YOUR TIME



1

## TIME IS LIKE MONEY

Time is one of your most precious assets. Achieve the highest outcomes from your time, by treating it like money and prioritising how best to spend it. Practice “getting it right the first time” by applying the steps below.



2

## YOUR CHOICES MATTER

You always have the freedom to choose what activities you will engage in. So choose more actions each day that are goal achieving rather than those which are tension relieving. Why? Because goal achieving actions usually give you more long term benefits, than short-term tension relieving ones.



3

## WHAT IS “YOUR RETURN ON TIME INVESTED” (ROTI)

Think strategically and optimise your ROTI by always asking “what is the most valuable use of my time right now?”. You will always get the best results when you - leverage your time wisely, plan ahead in writing, work only on your most important tasks and say no to all other distractions.



4

## TAKE PRIORITISATION TO A NEW LEVEL

Achieve this by deciding which are your most important tasks, measured by: (i) their value and dollar impact to your organisation; and (ii) long-term consequences of you not achieving them. Focus unwaveringly on the completion of each one and delegate all other non-urgent work, where possible.



5

## 80/20 RULE – WORK LESS & ACHIEVE MORE

Did you know 20% of your efforts usually produce 80% of your results? Conversely, 80% of your time is spent in being only 20% effective. So, think strategically by identifying which 20% of your work will give you the highest results and why? Then focus single-mindedly on achieving them.



6

## PRIORITISE BY WORKING BACKWARDS

Work backwards from deadline dates by: (i) identifying the key stages for each matter; (ii) translating the stages into separate activities and objectives; (iii) allocating a timescale for each one; and (iv) measure your progress by monitoring everything that you do.



7

## DEALING WITH UNEXPECTED EVENTS

Unexpected new work will always interrupt your planned schedule. Use Steven Covey’s matrix of prioritization when this happens and assess (i) where the new task fit on the matrix; and (ii) what impact does it have on your current plans.

