

Effective Time Management

Action Planning

Action 1

Audit Your Activities



Create a document that simulates a daily diary and over a period of 1 – 2 weeks capture and record everything you do in the workplace and how long it takes you. To complete it. This will help collate information to analyse using “Important and Urgent”

Action 2

Important Or Urgent?



Using your documented diary, list of all the responsibilities and tasks you have to do in your role. Now break these down into short, medium and longer tasks and label them as to whether they are urgent or important or both.

Action 3

Prioritise & Action!



Using your list and diary, identify and prioritise which tasks are urgent and need to be completed first, and which tasks are more important but can be diarised in for another time. Mark tasks as complete as you go along and ensure you carry over any outstanding tasks.