



## CAREER COACHING IN THE CITY & CANARY WHARF

### Time Management Top Tips

Time management is about looking after yourself. It is about knowing and valuing YOU. So many time management courses work well in the class room but are just too much trouble in the real world. Here are my top ten tips to help you manage your time in the way you want.

**1. Make time for yourself.**

By giving yourself time to work out what you want is the first step to spending your time most effectively. Write down how you currently spend your time and how that differs from how you want to spend it.

**2. Know your priorities.**

What is important to you? What are your values? Do the two correlate? What do you want to achieve?

**3. Focus on the things you can influence.**

By concentrating on the things that you can influence you may be able to change things that you can't later.

**4. Know your strengths.**

Your strengths will reflect your qualities and the more you are using, and improving these, the better you will use your time.

**5. Delegate your Weaknesses.**

Use delegation not only to get someone to do what you would have done but also to set up new areas of influence by delegating authority to them. This also means that you are building others to better support you.

**6. Trust yourself.**

If you trust yourself, you will find it easier to trust others which means that you spend less time monitoring them. Knowing your values, beliefs and wants makes this much easier, also saving time procrastinating.

**7. Set strong boundaries**

Communicate what is acceptable to you and what is not. Letting people know what and where your boundaries are allows more effective communication. It also lets them know that they are responsible.

**8. Let people know what you want.**

Saves a lot of time searching and posturing.

**9. Deal with causes.**

It might take a little longer to fix it for good, but it will save you lots of time in the future.

**10. Use what you learn.**

The quicker you translate what you know into what you practice the more time you will save.

If you have any question or want to think through some of these items in more detail do telephone **020 7987 7080** or visit my:

Blog **[www.jamestalbot.net](http://www.jamestalbot.net)**

Website **[www.jtc.org.uk](http://www.jtc.org.uk)**