

Unit 239: Manage personal performance and development

MANAGE OWN TIME



TIME MANAGEMENT TOOLS

- diaries
- To Do lists
- schedules and organisers
- planners
- brought-forward/‘tickler’ system.



TIME MANAGEMENT TECHNIQUES

- prioritising
- anticipating and dealing with interruptions and distractions
- managing deadlines
- use of SMART targets.



PRIORITISING

- Prioritise your work in the order it is to be carried out.
- Break each task down into manageable chunks.
- Focus on the important jobs.



Categorising tasks

- urgent and important
- urgent but not important
- important but not urgent
- not urgent or important.



MINIMISING DISTRACTIONS

There are many things to distract you from your current task:

- incoming phone calls
- interruptions from colleagues with queries or wanting to chat
- constant checking of emails.

If these are not controlled they will eat away at your time and may cause you unnecessary stress in trying to meet a deadline.



PROBLEMS

Despite planning, sometimes problems occur:

- equipment breaks down
- colleagues don't meet their deadlines
- the task has to be changed at the last moment
- unforeseen problems such as bad weather or transport strikes preventing people arriving at work.



POSSIBLE METHODS FOR RESOLVING MINOR PROBLEMS

- replanning/reprioritising own work
- gaining the support of others
- identifying a solution and seeking permission to implement it
- referring the problem on.



A PROBLEM SHOULD CERTAINLY BE REFERRED IF

- the solution will cost money or affect many others
- it will impact seriously on the overall target
- there is no apparent solution
- there is a security, health or safety risk
- the solution is outside the your scope of authority.



PLANNING YOUR DAY

- set yourself realistic targets and objectives
- be prepared for the unexpected
- know how you spend your time
- set priorities in terms of urgency and importance
- do one major thing at a time
- schedule your work.



ACHIEVING A WORK-LIFE BALANCE

Benefits of good time management:

- It prevents work mounting up and helps you to feel in control.
- Makes best use of your work time so that you are more likely to be able to leave on time.
- You will be less likely to spend your time outside work worrying about 'the job'.
- No one works well if they are tired or hungry – it is better to have a break and come back to the task refreshed.

