



# Time Management

*Managing your time effectively can be a challenge and for many of us it is not something we have received a lot of training on. It is often something that we learn on the job and some of us are better than others. Here are my top ten tips on time management for the smart OOSH professional who will know how to prioritise their work on a day-to-day basis.*

### ■ PRIORITISE YOUR TASKS

On a day-to-day basis there will be interruptions, questions and probably some crisis that you may have to deal with throughout the day. The key is to remain focused on important tasks – create a to do list however, remember to rank them in order of importance, keep the list realistic. If the list is too long it will become overwhelming. Break bigger tasks down into bite size chunks.

### ■ SAY NO MORE OFTEN

Most of us hate saying NO especially in the workplace, as we don't want to appear unhelpful. You might like to think of a phrase like "let me think about that". This gives you some thinking time so that you can consider the amount of time it will take and other tasks you are currently working on. You may also be able to come up with other solutions about how the task can get done.

### ■ DELEGATE

Delegate the routine jobs so that you have more time to do what is important, the time saved also allows you to handle interruptions and builds the skills of other staff. This requires a certain level of trust and confidence, and you must let others accomplish the tasks in their own way.

### ■ ELIMINATE PROCRASTINATION

There is a tendency to clear small tasks before doing the big things. Do the opposite by forcing yourself to take on the major issues first, this will help eliminate procrastination and get major tasks completed.



### ■ DO NOT WASTE TIME

Another way to eliminate wasting time is to reduce the time spent in meetings. Think about whether you actually need the meeting. If you are organising the meeting, everything should be ready and prepared before the staff arrive.

Meetings should be organised so that others can review and process the information and prepare ideas or questions before the meeting. This would ensure more productive meetings.

### ■ BE ORGANISED

Organise the centre and your administration area so that you don't waste time looking for things. Organise your computer files and address books in a simple way so that you remember where things are. Allow time to keep these up to date.

## ■ SET DAILY GOALS

Identify the three tasks that you need to complete before you go home each day – keep focused and complete each task in a systematic way.

## ■ KNOW WHEN YOU WORK BEST

Everyone one has a better time of day – you can discover yours by recording tasks and seeing when you are more productive. Knowing this enables you to tackle the hardest tasks at your best time of day.

## ■ CULL INFORMATION

Eliminate outdated or irrelevant information. Avoid distraction by checking your emails twice a day and allowing adequate time to respond.

## ■ TURN OFF

If you have something important to complete you may need to pop the answer machine on for an hour so that you have no interruptions, or let others know that you need to be focused for the next hour to complete an important task.

## ■ FINAL THOUGHTS...

Focusing on these common areas of managing time should reduce the amount of time spent on each task. Prioritising can be simple once you know how to establish a workable to-do-list that fits your style. This will enable you to distinguish what is important and/or urgent during the day. Adjusting the way tasks are carried out will save time and minimise procrastination. Delegating tasks to the most appropriate person will reduce wasted time for you and others.

### **Multitasking:**

Remember, this can be an ineffective use of time. Sometimes it is important to focus on just one task and complete it before moving on to the next.

*Time is what we want most,  
but what we use worst.*

*- William Penn*

## ■ OTHER RELEVANT OOSH DEVELOPMENT FACTSHEETS:

- ★ *Management Committee Roles & Responsibilities*
- ★ *Management Committee Meetings*
- ★ *Incorporation*

**THIS FACTSHEET LINKS TO QA 8  
'MANAGING TO SUPPORT QUALITY'.**



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