



Time

1st 10 Tips

Treasure Your Most Finite Resource



CreatingEdge





1. Value your time

- Take control of your time – you own it, no one else does
- Place a time value on everything you do
- Make sure everything has a worth to you in some way

2. Your priorities drive everything

- Your priorities drive your calendar, schedule & what you spend your time on
- Review your priorities daily & adjust your time accordingly

3. Overuse your calendar, limit the free space

- Use your calendar for everything - time leadership starts here
- Your only opportunity to take control & make a huge difference to your day

4. Be a Time blocking specialist

- Follow the extensive list of options to time block for in the course.
- Ensure you have regular focused time

5. Practice saying NO

- Question everything, don't accept anything until you do
- Eliminate unnecessary time stealing from YOUR calendar

6. No one steals your 'PEAK' time

- Block your most productive hours in a day at your peak?
- Provide yourself clear thinking & focus time – no distractions

7. Lead with shorter appointments

- Don't accept default timings of 1 hour or 30 minutes
- Start a new trend of shorter meeting times

8. Break the back-to-back mentality

- Create buffers between appointments
- Keep a minimum 5 minutes to refresh – you will be better for it



9. Utilise Down time

- a. Develop yourself professionally / personally
- b. Try a new hobby, listen to audiobooks – the course has many suggestions

10. Share your time commitments – communicate widely

- Better manage those around you
- Visibility is communication