



Time Management and Prioritisation

Example framework

Overview

“Weak and scattered thoughts are weak and scattered forces; strong and concentrated thoughts, are strong and concentrated forces” *(John Kehoe Quotes, Mind Power Into the 21st Century)*



Issue: Business owners wear multiple hats- Head of Sales, CFO, Performance Manager, Senior technician just to name a few. In turn, this can significantly limit their capacity and availability to lead, direct and grow the business



Concept: Develop a clear focus on what’s important for you and your business by prioritising how you **managed time** and by better **delegating tasks**. That way, work is performed at the “lowest” (i.e. least expensive) level that is: a) competent to complete it, and b) to meet your client’s needs



Benefits:

- More time and effort can be spent growing the business
- Greater work/life balance by focusing on only the important things
- Reduce stress and increase productivity by avoiding having to handle too many tasks at the same time
- More opportunities to upskill and train staff which can increase employee engagement
- Builds motivation through positive reinforcement- when you see positive results, you will become more motivated to handle more tasks



Example framework

Prioritisation of work is a simple but effective way to ensure time and effort is spent on the most critical and value-adding tasks



Step 1: Delegate tasks

Risk to Business	High	<p><u>Mentor then Delegate</u> Hand over work once appropriate training has been conducted- this is ideal for professional development of staff</p>	<p><u>Keep</u> This is the work you do! Delegating the other three quadrants means you have more free time and/or time to focus on these tasks</p>
	Low	<p><u>Delegate</u> Quickly delegated to an appropriate person as this is relatively simple work e.g. answering phones, screening calls etc.</p>	<p><u>Delegate & Oversee</u> Not a risk but still complex enough to perhaps warrant expert help</p> <p>Or</p> <p><u>Simplify then Delegate</u> Try reengineer the work to simplify it and move it to low-risk/low-complexity box to be delegated</p>
		Low	High

Task complexity



Step 2: Manage your time

Important	High	<p><u>Should do</u> Allow plenty of time to do these things so that they do not become urgent</p>	<p><u>Must do</u> Could you have foreseen this but left till last minute?</p>
	Low	<p><u>Shouldn't do</u> Ignore or cancel these tasks</p>	<p><u>Could do</u> Reschedule, Delegate, or shorten the task</p>
		Low	High

Urgent



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