

10 TOP TIPS TO HELP EMPLOYEES IMPROVE TIME MANAGEMENT

1. Prioritise Your Workload

A lengthy to-do list can leave even the most organised employee baffled as to where to start. For more effective time management choose the top three or five essential tasks that must be completed that day, and be prepared to carry onto the next day, those of lesser importance. Using time management in this way means more focus.

2. Plan Time To Take Breaks

You might think this is counter-productive but taking regular breaks actually increases productivity. Encourage employees to plan 10-15 minute breaks into their day to recharge and stay productive. Make sure they're actual breaks too, not just catching up on a quick email. For example, encourage going for a quick walk outside or even doing some quick stretches. Breaking free from devices is important for successful time management, as it ensures you approach each task with focus, and are refreshed and recharged each time you return to your desk.

3. Advocate Clearing Your Mind Before You Work

With a clear mind, we are more creative and more effective. Before starting a task, both you and your employees can benefit from writing down any thoughts that are clouding your head. Practicing meditation techniques, using apps like Headspace, can also be constructive for time management by helping to clear the mind and focus on the present. Encourage staff to do this as part of their 10 minute breaks.

4. Schedule Time for Emails

Rather than constantly checking emails throughout the day, scheduling a set time each day to go through your inbox. It means you and your employees can work more productively without being constantly interrupted. To further enhance time management, don't check emails prior to 10am. Our minds are highly creative early in the morning, so use this time for more in-depth tasks rather than rattling through your inbox.


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5. Turn Off Distractions

If you schedule time for emails and phone calls, it's far easier to be more focused on completing tasks. Go one step further to minimise distractions and, unless vital to your business, encourage employees to turn off instant messaging and email notifications. It's not crucial to offer an immediate response to electronic forms of communication straight away; if an issue is urgent, people will call. Setting your phone to 'Do Not Disturb' can also help.

6. Set Deadlines

Setting deadlines is imperative as running late can cost you more time and money. Set yourself and your team hard deadlines on projects to not only meet client expectations but also motivate.

7. Schedule Planning Time and Thinking Time

Every task or project involves some planning time. For better time management, you and your employees should schedule time to plan how projects will be executed and goals achieved, instead of just diving straight in. This can relate to simple tasks as well. If you know you have a scheduled call, plan in advance so you can ensure you get what you need from the call. It's a false economy to go in unprepared. This not only improves time management, but also negates the need for follow-up emails.

8. Set Aside Time Each Morning To Plan Your Day

Instead of immediately heading to your email inbox, begin each morning by planning for the day ahead. This allows you to easily understand your goals and how to organise and prioritise them. Goals are important for time management as they allow you to understand which tasks require completion that day. By the same token encourage employees to take 30 minutes to plan their time.

9. Avoid Multitasking

Multitasking is seen as the epitome of productivity and time management but it can actually be to your detriment. Doing more than one task at any one time takes away focus, meaning neither task is done to its full potential. Concentrate on one task at a time.

10. Encourage Task Delegation

One of the advantages of running a business is the power to delegate to your team members. This shouldn't be seen as an avoidance of responsibility. Instead it's an effective time management skill. Delegating work to your employees, based on their skills, and advocating this practice amongst managers can mean your time and theirs is better spent on other tasks better suited to your level of seniority. Taking everything on yourself can lead to stress and burnout, so delegating in this way can improve productivity in addition to well-being.