

30 Ways to Make Time

Preparation & Organisation

1. Tidy your desk and workspace
2. Be conscious of time – and the time you waste!
3. Do a daily list
4. Delegate
5. Say no to jobs that are not yours
6. Be assertive
7. Set realistic deadlines
8. Give yourself private time

Dealing with interruptions

9. Work out who needs access to you
10. Secretary or someone else deals with the rest
11. Ask people why they have come to see you
12. Stand up when people come in
13. Be ruthless with time, and gracious with people
14. Suggest a later meeting
15. Meet in their office
16. Perch on the edge of the desk
17. Save the small talk for the pub

Meetings

18. Don't waste others time
19. Plan the meeting
20. Don't allow interruptions

The Telephone

21. Get someone to field your calls
22. Make your calls in blocks
23. Write down the points you wish to raise
24. Be aware of time passing

Office Systems

25. Finish one job before you start another
26. Plan the day with your secretary
27. Get your secretary to screen the mail
28. Handle each piece of paper once only
29. Make use of committed time
30. Get a clock!