



**Why** are you doing **what** you are doing **when** you are doing it?

Keeping track of your time for a week might surprise many of you. By analysing your findings you will quickly learn any activities that are unnecessary and soon move to eliminate them.

**1. Take control of your day.**

1. Train others to be more efficient in how they interact with you. Also be more specific in how you communicate with others.
2. When you get request , fit it in where it best suits you
3. Do one thing at a time, multi-tasking is not always the most effective way of managing multiple requests

**2. Set Goals**

1. Have goals for each area of your business including those for staff, business units and organisation. Know how that all work together to achieve your vision.
2. Ask your customer base their expectations and include feedback to enhance your products further

**3. Use your experience**

1. Think about past projects and use those successes in a similar way
2. Learn from hiccups you have overcome
3. Recognise what you don't know and find someone who does

**4. Don't procrastinate**

1. The more you break down a project the easier it is to complete
2. Work on your toughest tasks first thing
3. If you feel you do your best work under pressure give yourself short deadlines
4. When you relax you get lazy, don't stop working hard

**5. Prioritise**

1. Keep only current paperwork on your desk
2. Remove files and mail that has been closed out
3. Be ruthless with junk, read it, action it, file it or throw it
4. Action emails last

## 6. **Manage interruptions**

1. Does it relate to one of your priorities or goals?
2. Is it a customer action?
3. Is it something time sensitive from a staff member of key stakeholder?

## 7. **Delegate**

1. Don't dump, empower others it's the highest form of motivation
2. Don't micro manage show you have confidence in their ability
3. Keep a list of tasks you have delegated so it's not forgotten

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