

Time Management & Organisation

Common Obstacles People Encounter

- * Taking on too much
- * Inability to say NO
- * Lack of direction
- * Procrastination
- * Distractions
- * Fatigue
- * Time wasters
- * Interruptions
- * Failure to delegate
- * Attention to detail
- * Excessive emails
- * Social Media
- * Unexpected things
- * Feeling overwhelmed/stressed
- * Plus loads more

What you can do to try to combat them

- * Set SMART Goals & break them down; Specific, Measurable, Achievable, Realistic, Timely
- * Spend time planning & prioritising
- * Have a system to manage your emails effectively
- * Keep your to do list short & relevant
- * Communicate effectively
- * Do things step by step; multi tasking is a myth!
- * Choose time management tools that work best for you
- * Check in with your to do list through out the day