

Keep a work log

Keeping a careful record of how you use your time over say, a week, is a good way of analysing the time you have which you control and the time spent reacting to others in the workplace.

Activity – using the EXAMPLE table below (you will need to reproduce this for the whole day on separate sheets of paper) log your use of time over at least 3 days. At the end of each day add up the amount of time that was taken up dealing with interruptions and use this information to consider how you can reduce your time that is taken up by others.

TIME LOG			
TIME	TASK	INTERUPTIONS	
		PHONE	PERSON
8.30	Sorted post	Sheila, 4 mins	
8.45	Completed 'to-do' list		
9.00	Produced next week's staff rota's		
9.15	“ “		Harry, 10 mins
9.30	“ “		
9.45	Meeting with John		
10.00	“ “		
10.15	Wrote memo to Diane/ Called Phillip		
10.30 etc...	Tea break		

Make a daily 'to do' list.

This is another good way to control your time management.

At the beginning of each day think about what needs to be done and make a list of all the things that *must* be done that day.