

How to Manage your diary



Prioritising & Planning



Session Objectives

At the end of this session you will be able to:

- Prioritise tasks by urgency and importance
- Create an effective to-do list
- Schedule tasks effectively
- Deal with procrastination
- Reduce your stress levels

Urgent Vs. Important

Put the words into the relevant spaces:

The _____ of a task is determined by WHEN it should be done - the task becomes more _____ as you approach the deadline for completion.

The _____ of a task is determined by it's CONTRIBUTION to the achievement of key results and longer term goals.

URGENT

IMPORTANT

IMPORTANCE

URGENCY

Urgent Vs. Important

Put the words into the relevant spaces:

The **URGENCY** of a task is determined by **WHEN** it should be done - the task becomes more _____ as you approach the deadline for completion.

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URGENT

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IMPORTANT

IMPORTANCE

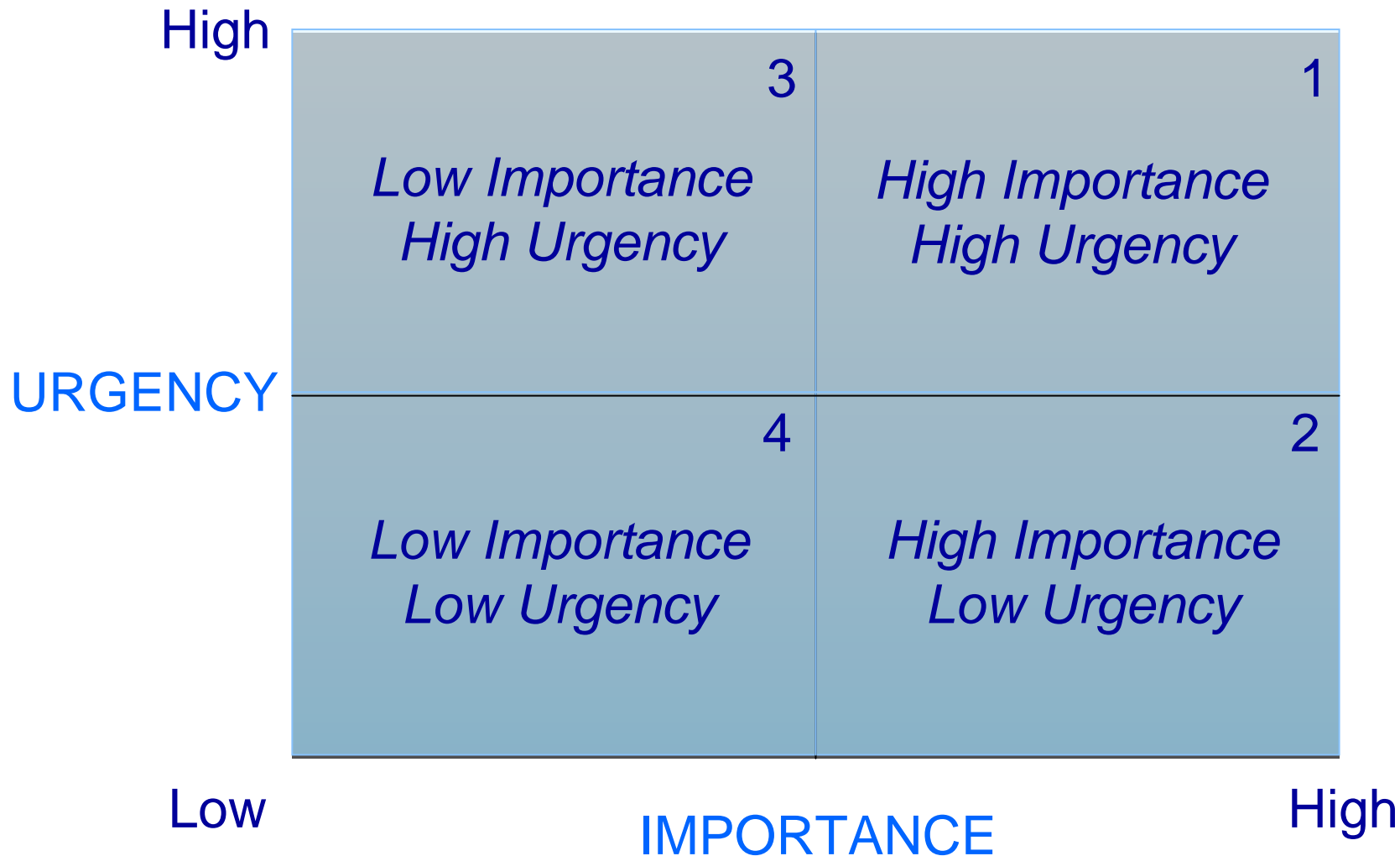
Urgent Vs. Important

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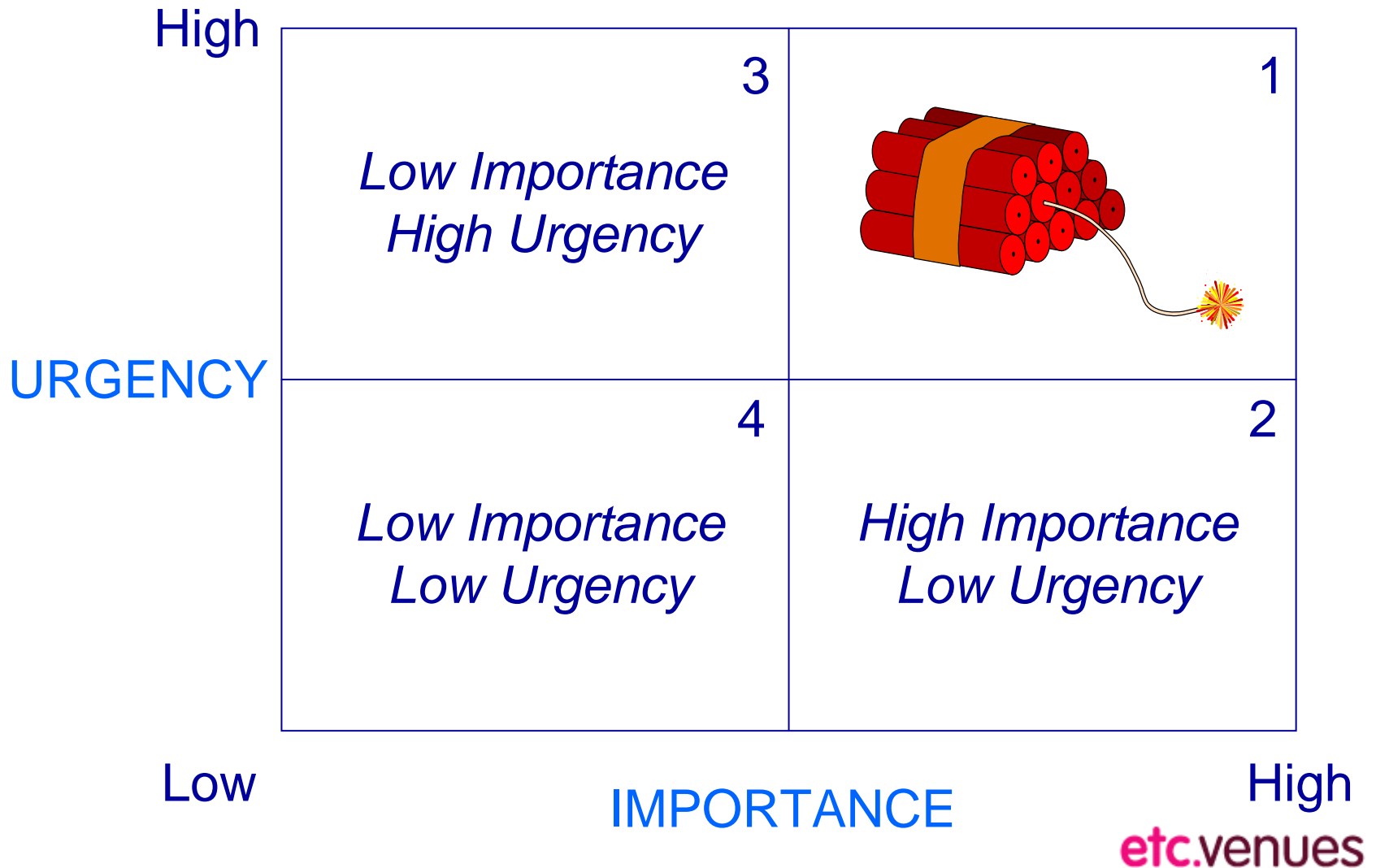
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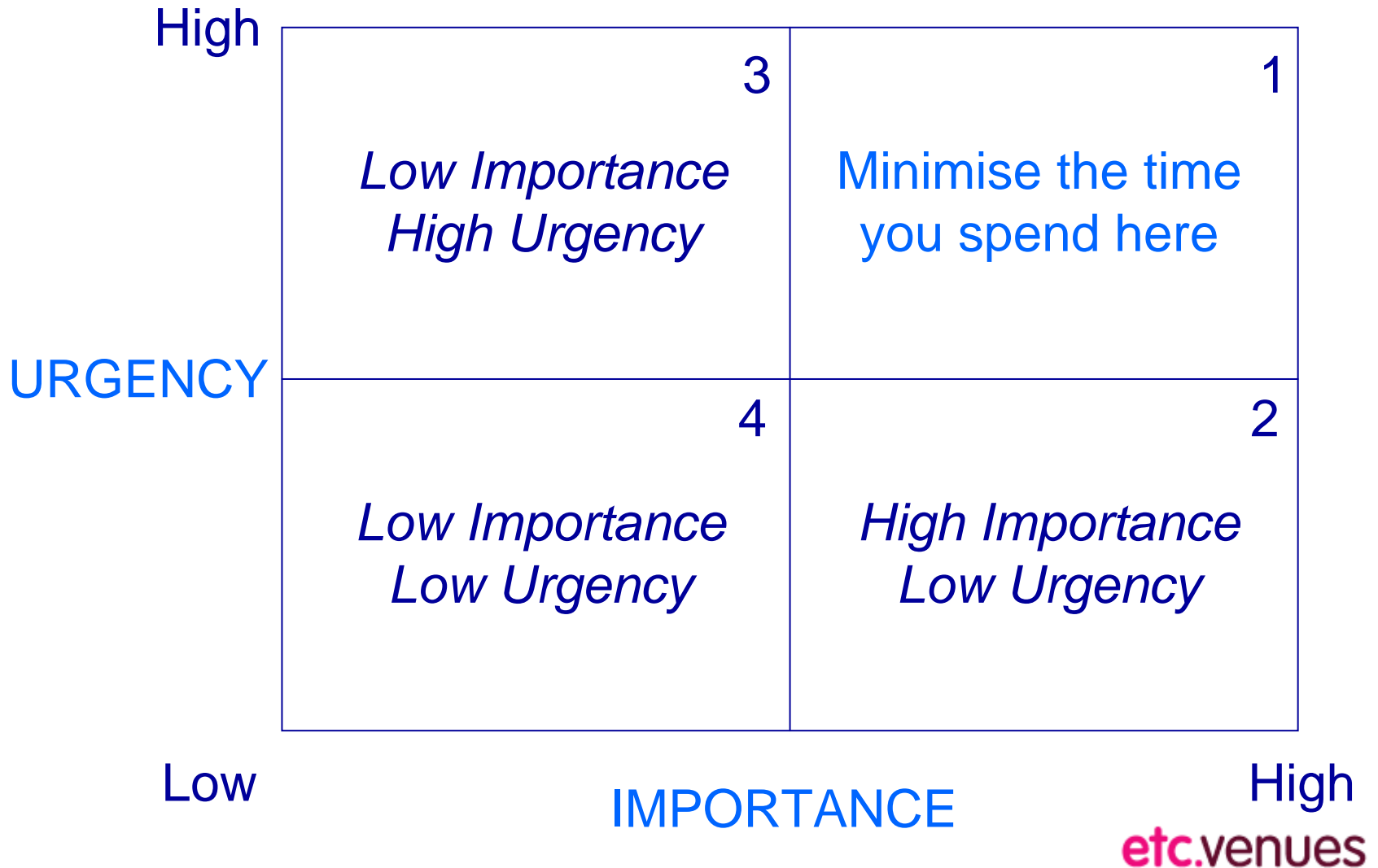
Urgency/Importance Graph



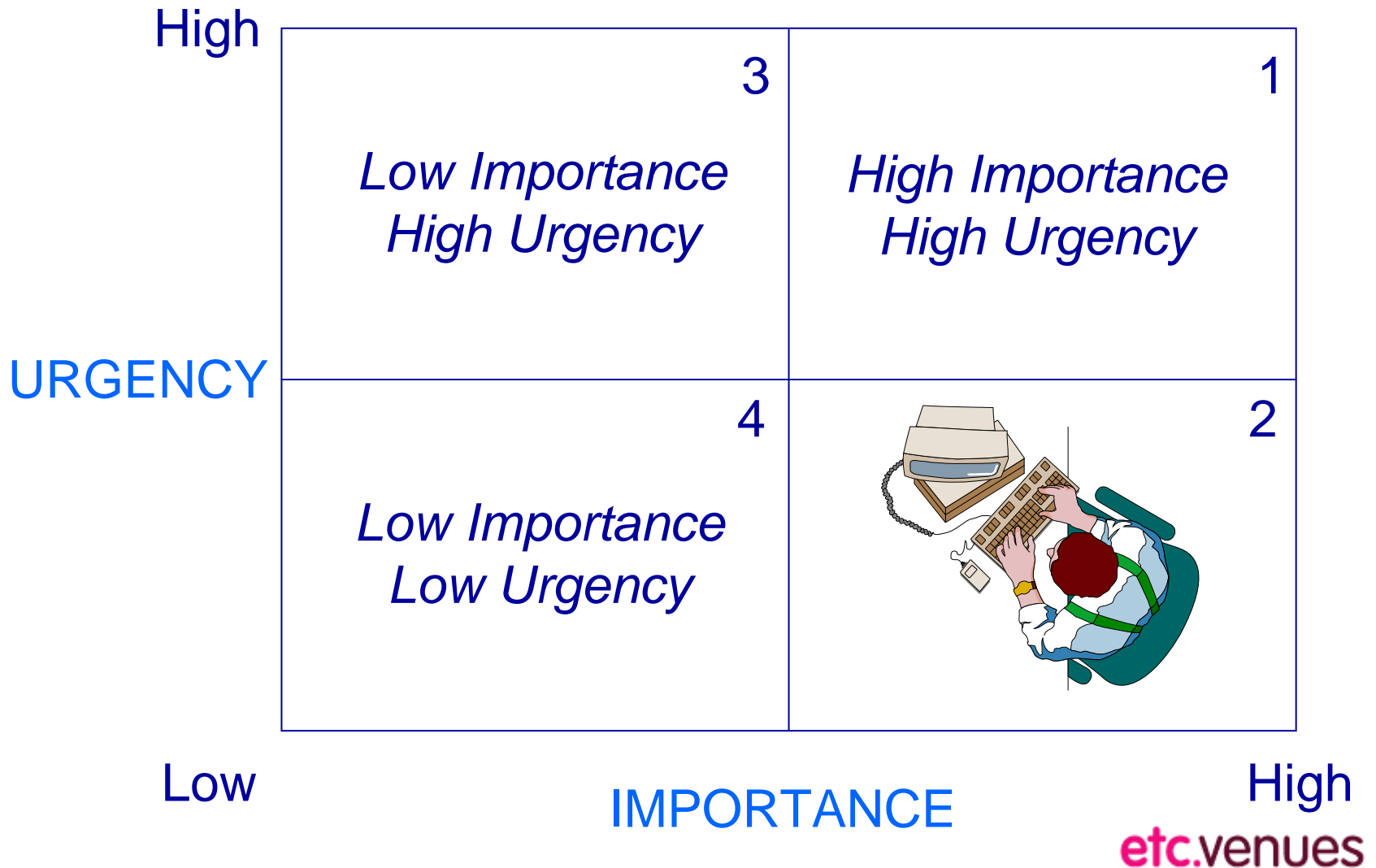
Urgency/Importance Graph



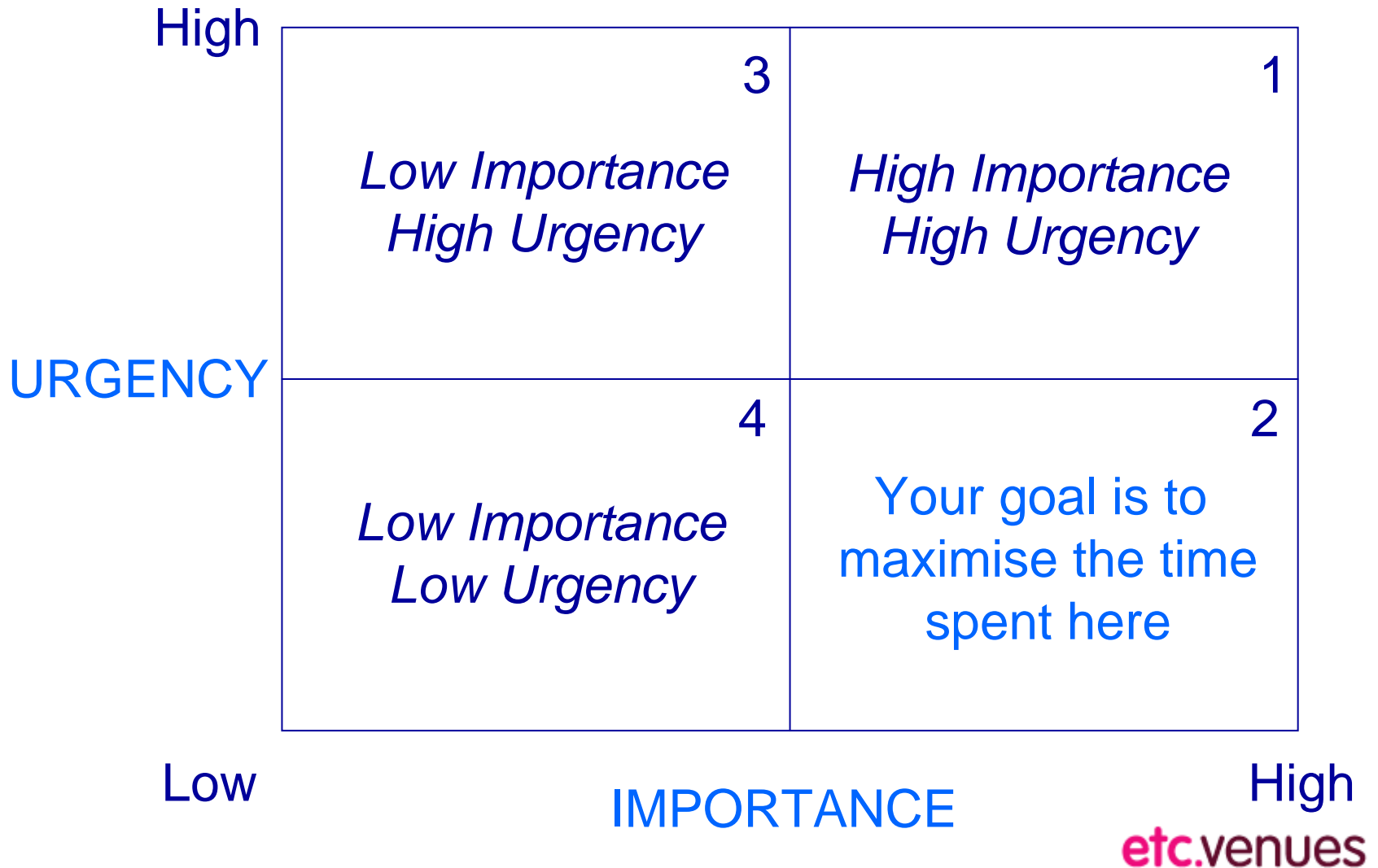
Urgency/Importance Graph



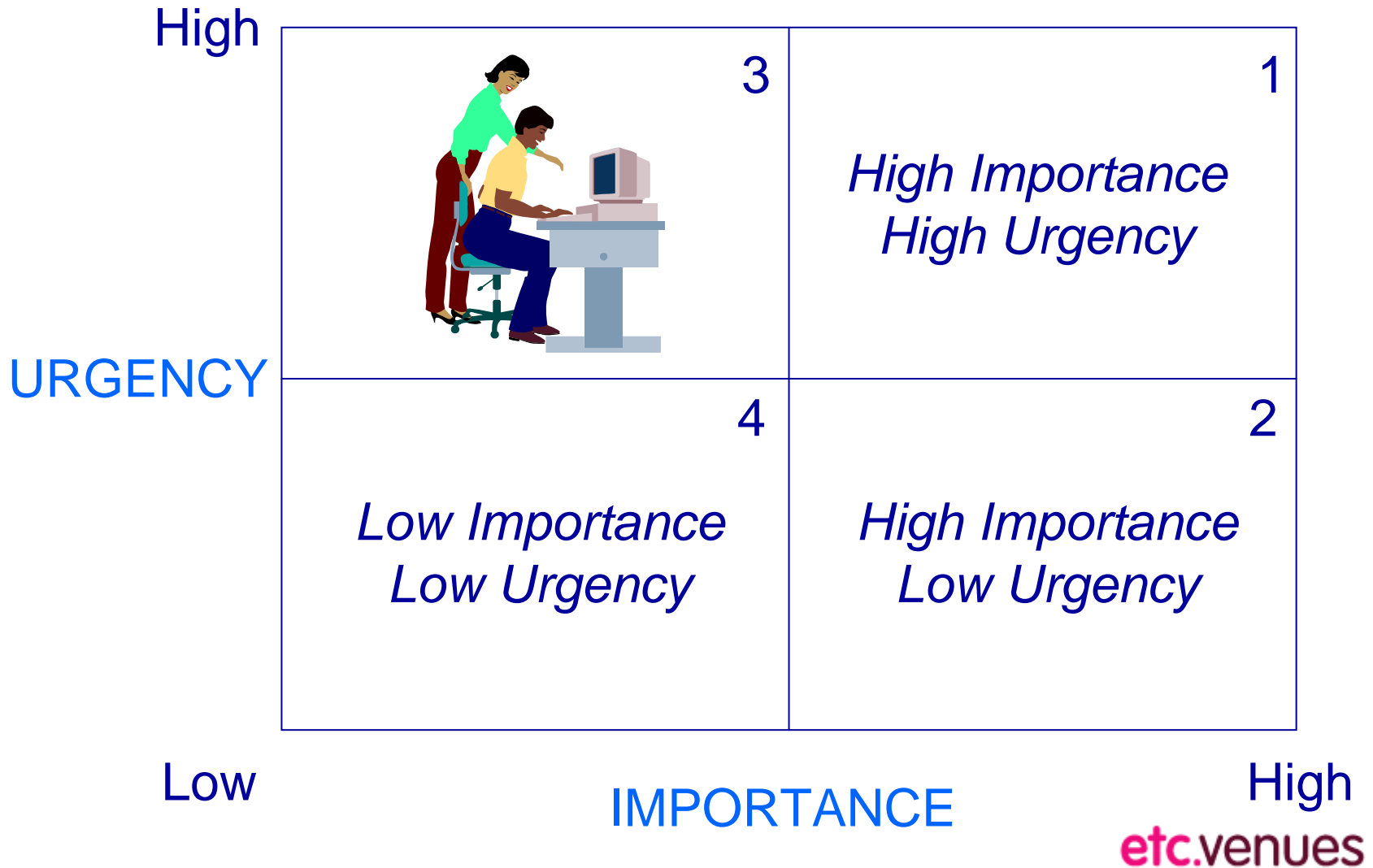
Urgency/Importance Graph



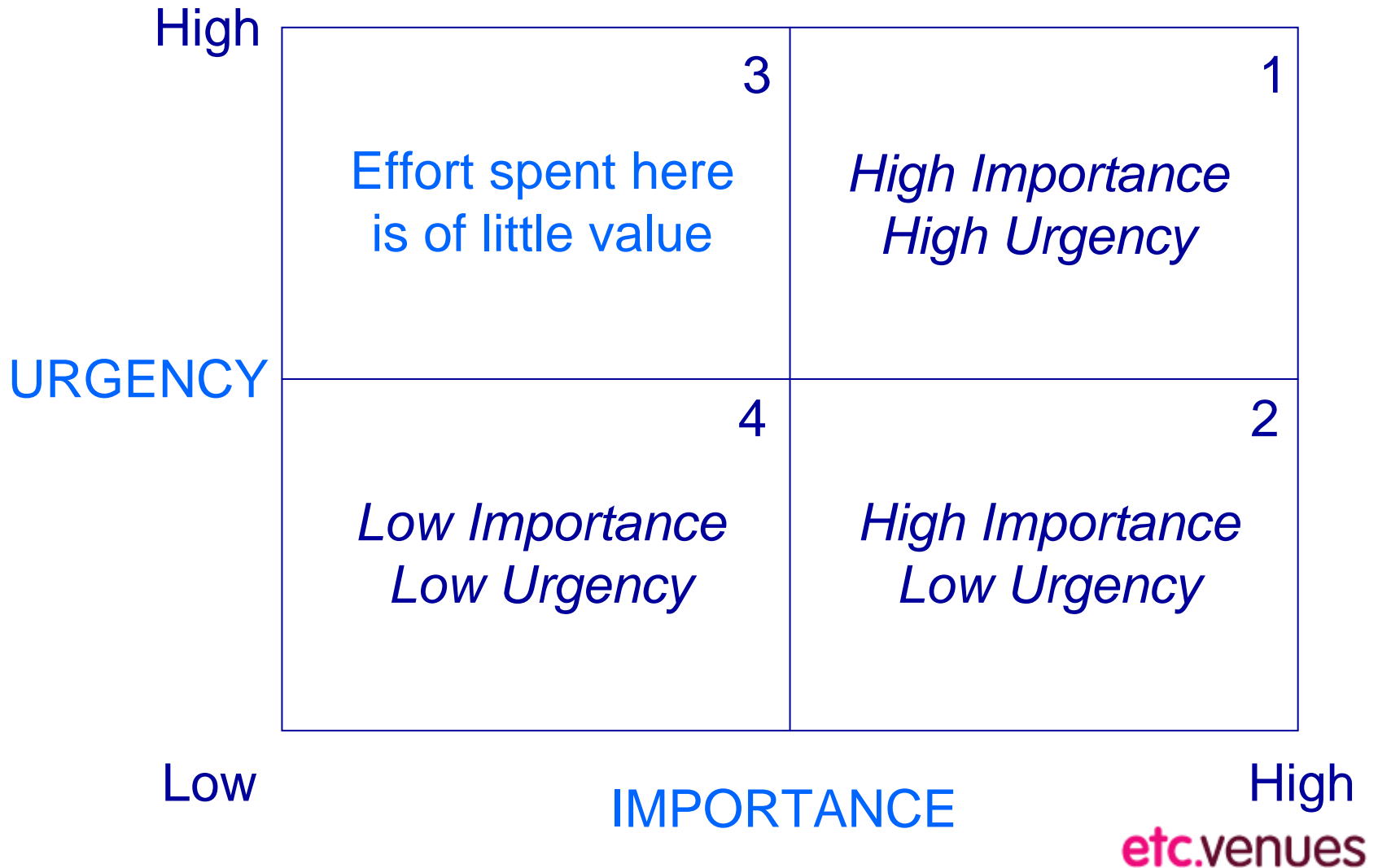
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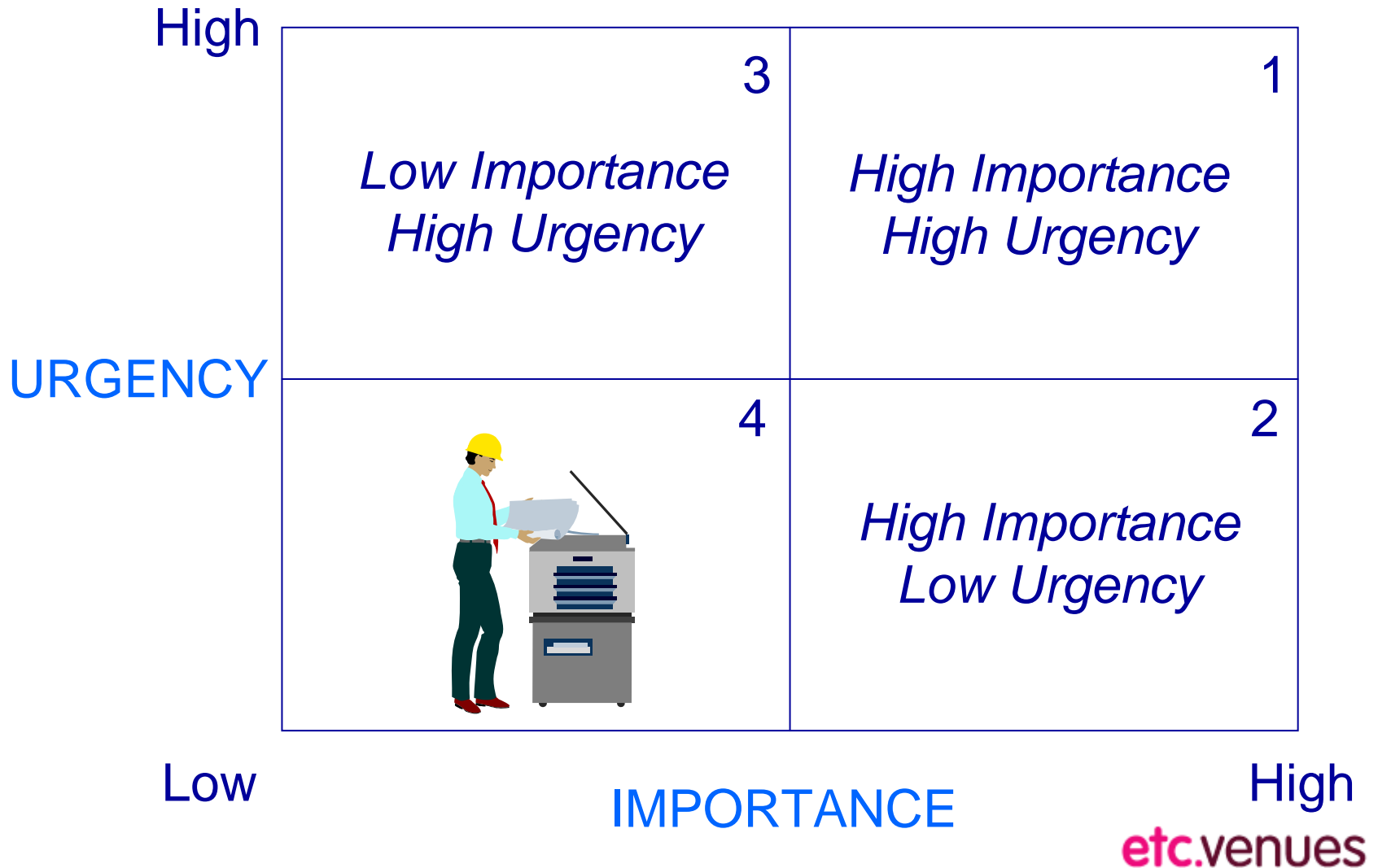
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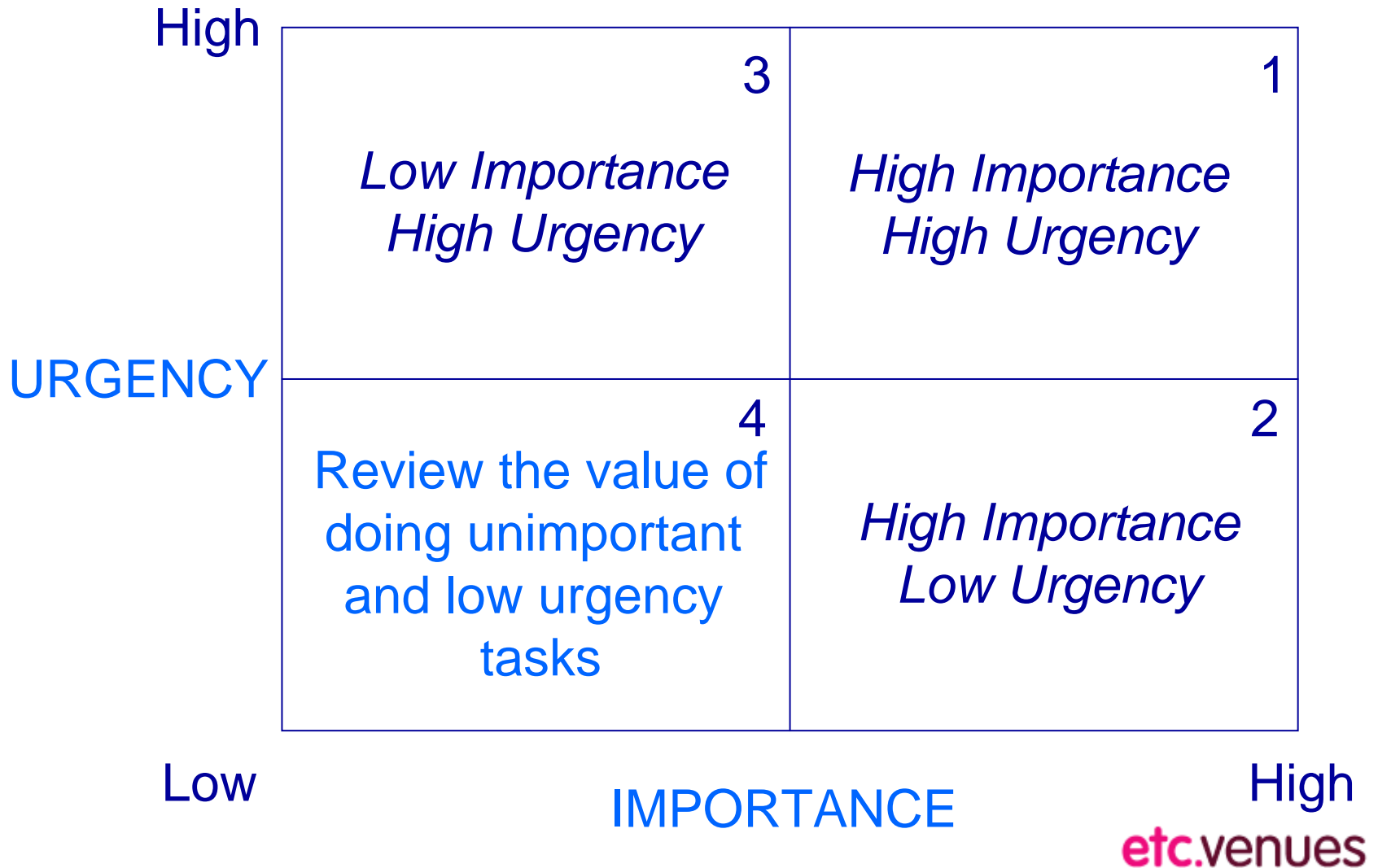
Urgency/Importance Graph



Urgency/Importance Graph



Urgency/Importance Graph



To-do list

TASKS

Put finishing touches to next weeks presentation

Analyse figures for tomorrows meeting

Pick up holiday brochures

File paperwork

Shortlist job applicants

To-do list

TASKS	PRIORITIES
Put finishing touches to next weeks presentation	Box 2
Analyse figures for tomorrows meeting	Box 1
Pick up holiday brochures	Box 4
File paperwork	Box 2
Shortlist job applicants	Box 1

To-do list

TASKS	PRIORITIES	RANKING
Put finishing touches to next weeks presentation	Box 2	3
Analyse figures for tomorrows meeting	Box 1	1
Pick up holiday brochures	Box 4	4
File paperwork	Box 2	5
Shortlist job applicants	Box 1	2

Interruptions

Consider the priority of
new tasks against
existing tasks



When given a new task...

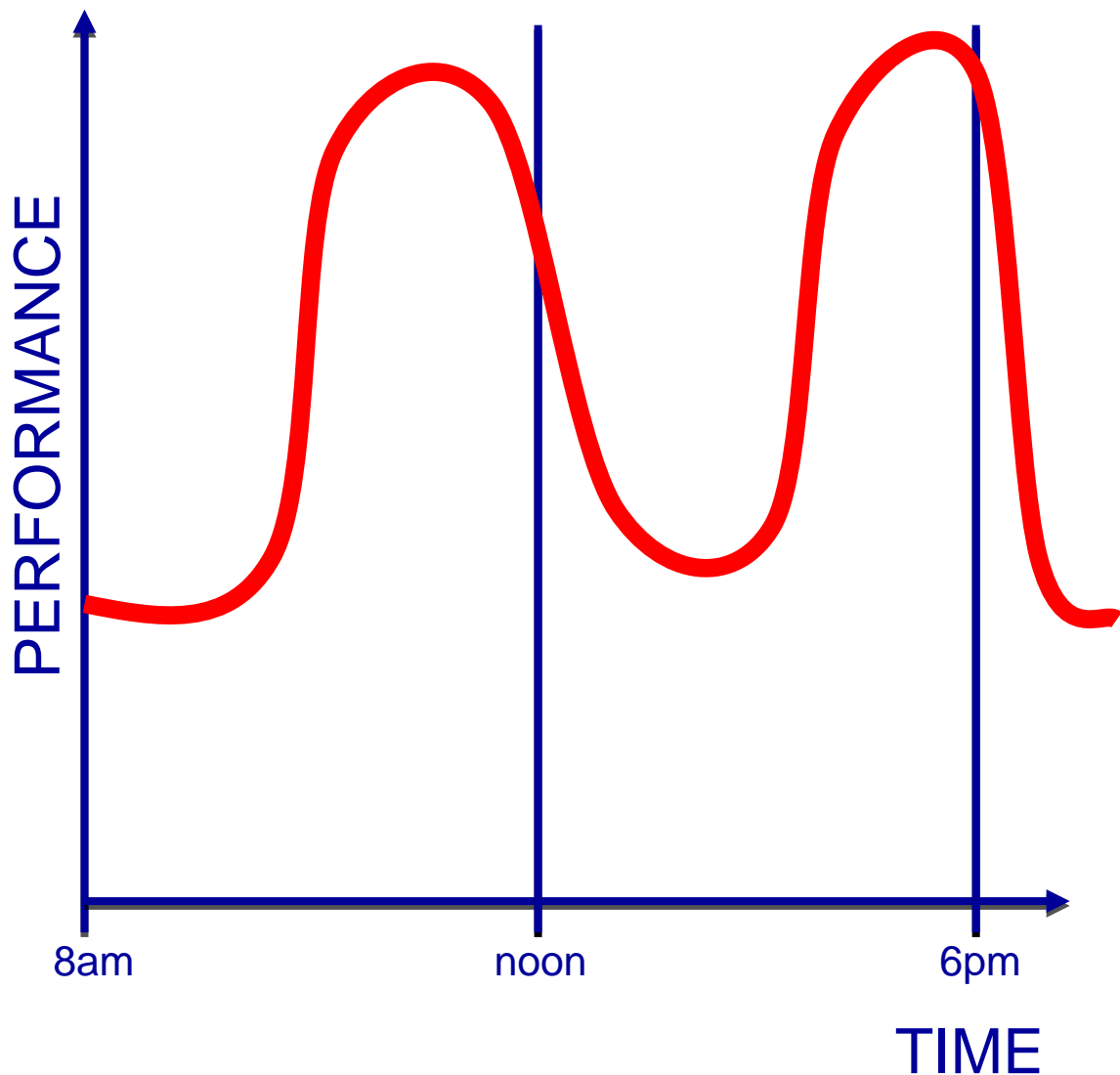
- 1 - **Pause for a moment**
- 2 - **Assess it's importance and urgency**
- 3 - **Give it a priority**
- 4 - **Give it a rank order number**

To-do list

TASKS	PRIORITIES	RANKING	TIME
Put finishing touches to next weeks presentation	Box 2	3	1 Hour
Analyse figures for tomorrows meeting	Box 1	1	3 Hours
Pick up holiday brochures	Box 4	4	1/2 Hour
File paperwork	Box 2	5	15 Mins
Shortlist job applicants	Box 1	2	3 Hours

Prime Time
- For tackling complex tasks

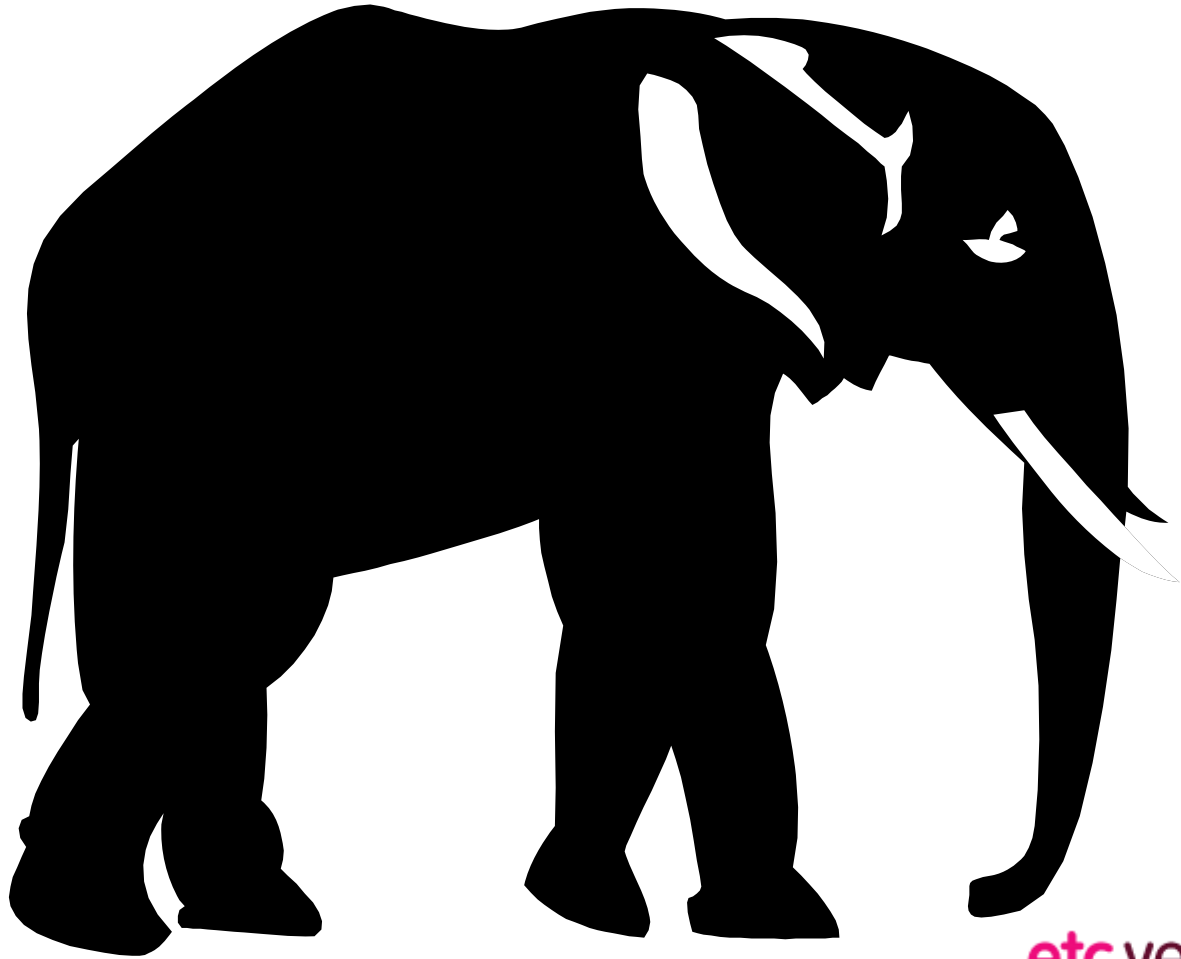
Down Time
- For tackling routine tasks



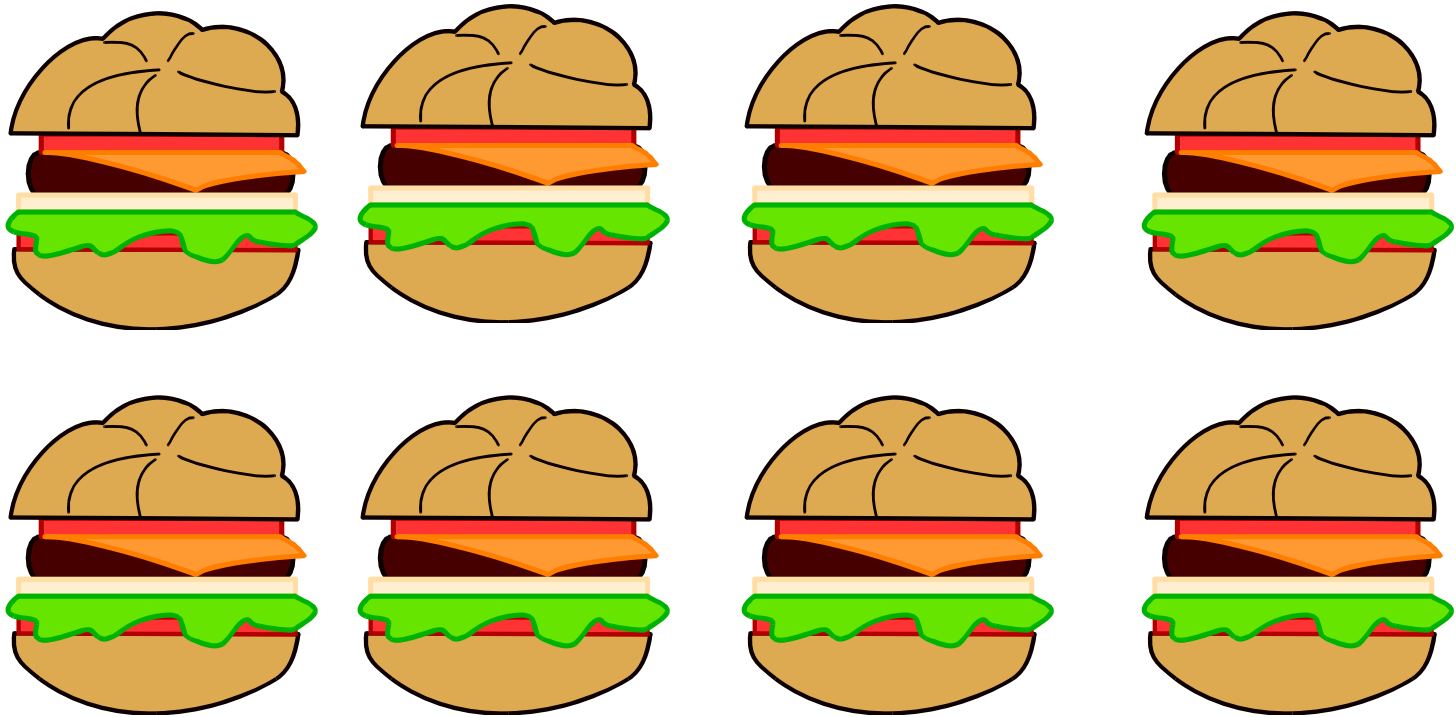
Procrastination

Finish this slide later

Elephant tasks



Break down into chunks



Tips

- Planning
- Paperwork
- Telephone
- Delegation
- Technology

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