

QUICK TIPS – *Planning Your Week*

One technique to help you manage your time more effectively is to plan out your forthcoming week. This should be done by the preceding Friday afternoon.

- ◆ Break each day into one hour slots
- ◆ Schedule activities for no more than 50 minutes within each hour
- ◆ Use the extra 10 minutes in each hour for decompression and preparation
- ◆ Keep one hour each day as unallocated time to deal with the inevitable exigencies
- ◆ Schedule personal time, only as appropriate
- ◆ Return messages and e-mails only at set times during the working day
- ◆ Eliminate *time wasters* like chatting and Facebook
- ◆ Stop others from *stealing* your time
- ◆ Keep work and life separate
- ◆ Maintain discipline

Many people find this approach for organizing their time extremely helpful. If you're not already doing something like this, it's definitely worth a try.

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