

# 10 'quick fixes' to instantly free-up time



Studies have shown that many managers get an average of as little as six minutes uninterrupted work done at a time. Here are ten quick fixes that you can use to instantly free-up your time.

## 1. Use your biological rhythms to your advantage.

Identify the times of day when your energy levels are at their highest and do your most important work at those times. For example, if you work best in the morning, plan to do more detailed tasks than the afternoon when your concentration is likely to be worse.

## 2. Prioritise

One of the quickest ways of achieving more with the time that is available to you is by tackling the most important tasks first. List all the tasks you have to do in order of importance and urgency, and work through them one at a time.

## 3. Be clear about objectives and goals

Make sure they are all SMART: that is Specific, Measurable, Achievable, Realistic and Timed. If you know exactly what should be achieved and when, then you will accomplish it with greater ease.

## 4. Deal with uninvited visitors

Deal with uninvited visitors by politely turning them away. Explain to them that you have to accomplish a particular task and that you have to devote your time to it. But arrange another time that is mutually convenient when you can meet them.

## 5. Organise your desk

Poorly organized people spend a great deal of time hunting for files and important information. The most effective people work with clear desks. That includes keeping your files and your computer organised so that you can access things more easily.

## 6. Take a break

Just a few minutes away from your work can re-energise you and improve concentration levels. And make sure you take your full lunch break.

## 7. Create a daily task list.

Write out a task list every evening, and tackle it the next morning. Tick off everything you achieve and move onto the next item.



### **8. Ignore the telephone.**

Be strict with your use of the phone and you will free-up your time. If you have voicemail, use it to screen calls and use your message to remind people to be very specific about why they are calling. Return all calls at one time.

### **9. Be disciplined with your email.**

Instead of responding to every email as soon as it appears, block off a few times every day that you will devote to dealing with them. Also, be disciplined: don't read it and then let it pile up in your in-box thinking you will get back to it: read it once and do something with it

### **10. Don't attempt too much.**

If you don't give yourself enough time to do things properly, you will become frustrated with half-finished work and the lack of achievement that comes with it.