NSW Local Studies Librarian Meeting
21 November 2023
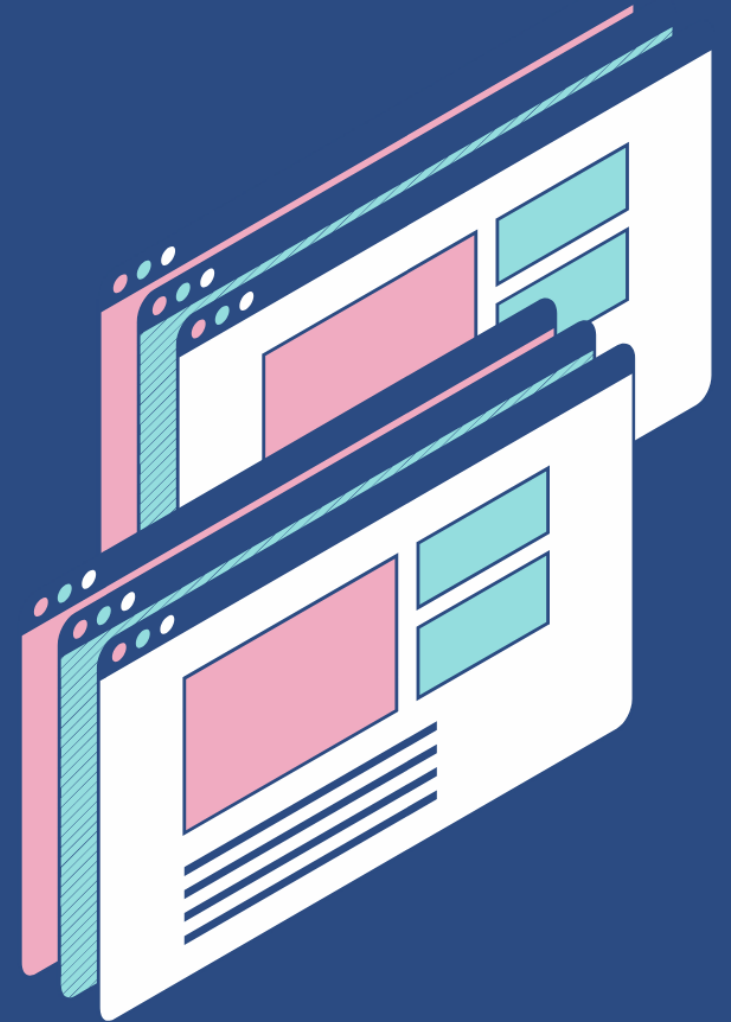
Tips to improve Time Managment

'Ain't nobody got time for that'

What is Time Management?

Time Management is the process of organising and planning how to divide your time between different activities.

Get it right and you will work smarter not harder to get more done in less time.

Common tips to improve Time Management

There are some simple things we can do to help improve our time management and work flows.

- productivity 20%
- Prioritize 20%
- Focus 20%
- delegate 20%
- Just say No 20%
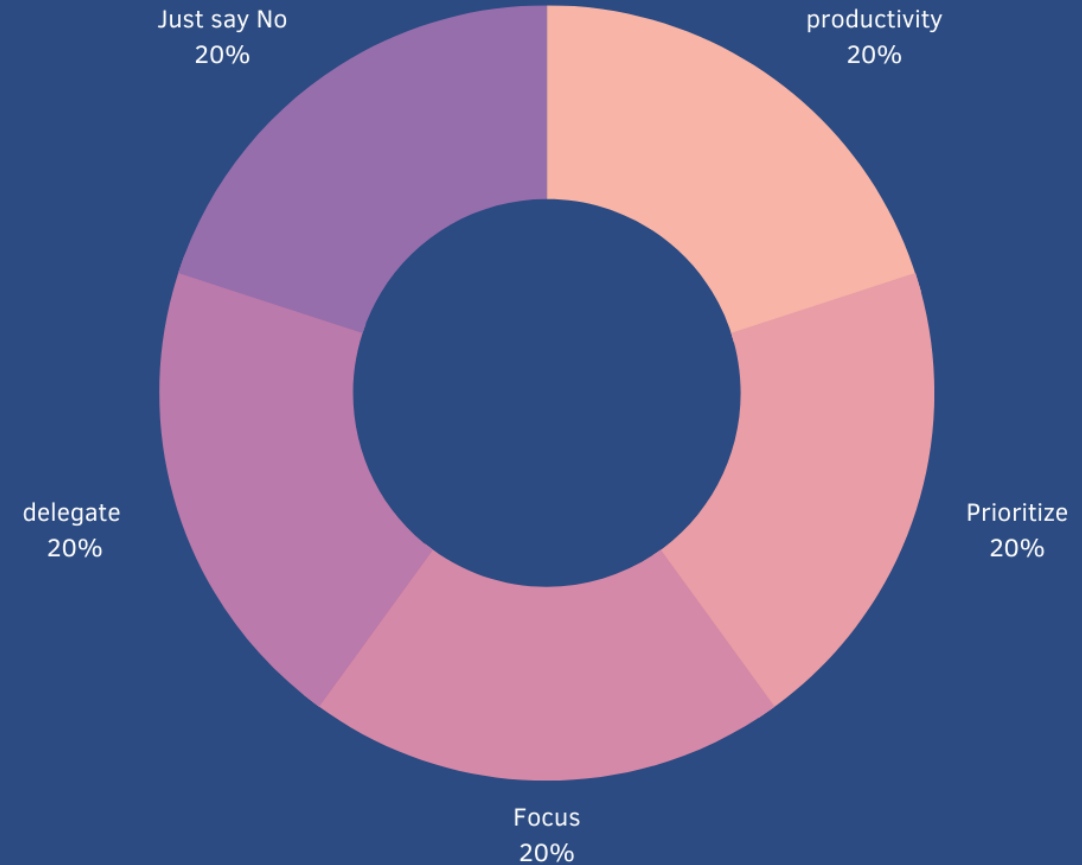
How do you use time?

- How much to accomplish in a day?

- When are you most productive?

- Identify time sucks

- How do you manage interruptions?

How do you schedule and prioritise work?

- Identify your goals and priorities.

- Create lists and schedules.

- What can you use to help with planning prioritizing?

Focus on one project at a time

- **Allocate time to work on specific projects.**

- **Focus on one task at a time.**

- **Avoid multitasking.**

Can you Delegate?

- **Can you delegate tasks?**

- **Delegation requires the right staff and skills to be effective.**

- **Can you outsource or automate tasks?**

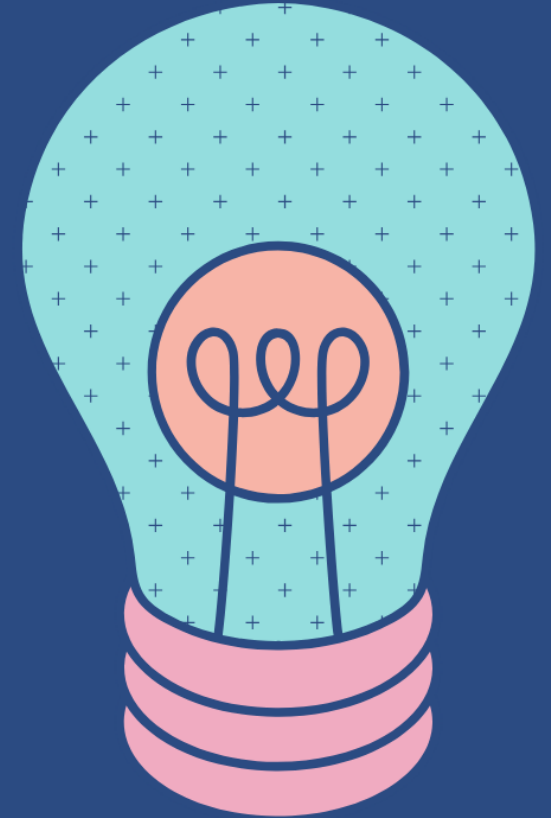# Just say no

- Not easy to do.

- Be realistic about what can be achieved.

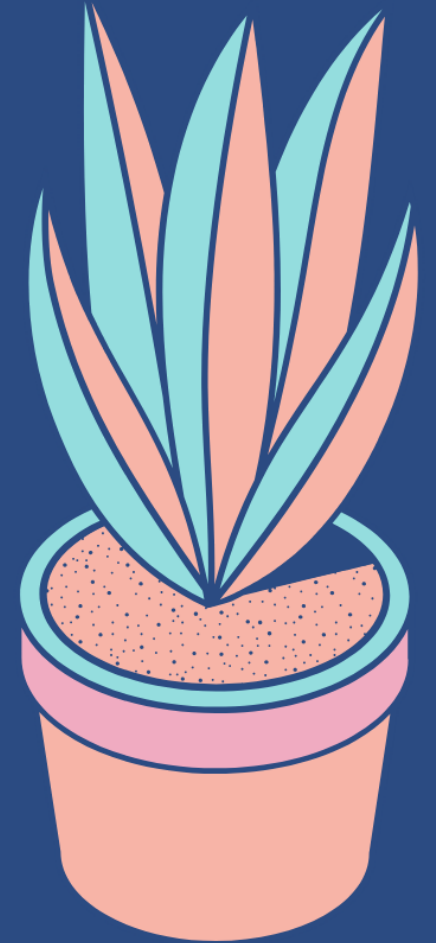- Don't be afraid to say No to unrealistic requests.

Do you have any tips or tricks that help with prioritising and planning?

Thank you

More information and resources can be found on the Time Management Tips and Resources document.

"The key to time management is strict and disciplined adherence to a rigid schedule, while remaining flexible enough to let anything happen at any time."