

Health and well-being

FACT SHEET

50 WAYS TO SAVE TIME:

1. Remember the golden rule of time management: It's not how much time you spend, but how well you use it.
2. Improve the effectiveness of all the meetings you attend.
3. Keep social chit-chat to a minimum.
4. Read faster and improve your memory.
5. The length of time talking to someone should be solely dependent upon the importance of the conversation. Remember, standing discussions take much less time than sitting ones. So, stand-up if the office chatterbox arrives. Practice and use conversation-stopping phrases like: "Well then, we have agreed to do", "What you said is interesting, I'll consider it and come back to you". Use coffee breaks or lunch times for short discussions.
6. Learn to say no. Be assertive and defend your right not to have your time wasted. Say what you mean in the shortest possible time.
7. Find the optimum amount of sleep you need and stick to it. Remember, too much sleep can be counterproductive.
8. Keep travelling time to a minimum. Set off and come home early to avoid traffic. Work at home at times if you can. Listen to the traffic news on the radio to avoid traffic jams.
9. Use travelling time. Listen to a DVD in the car, do a correspondence course or just relax listening to some music. Travel by train and do something constructive during the journey.
10. Concentrate and check things only once. Don't waste time double checking.
11. Don't check people's work unnecessarily. Delegate effectively.
12. Don't forget or misplace things. Put things in their proper place. Also, write check lists, shopping lists, and "To Do" lists. Start each day with such a list that tells you what you need to do that day.
13. Methodically go up and down each aisle at the supermarket. Try to shop on quiet days, like Mondays and Tuesdays, avoid Fridays and Saturdays.
14. Use waiting time. Think, read and write. Always carry something to read and a notebook to write good ideas or thoughts in. Minimise waiting time by taking the first appointment of the day.
15. Write concisely and avoid unnecessary communication. Consider; 'What am I trying to say?' and 'What words will express it?'
16. Use a calendar. Make sure your appointments don't clash. Every Sunday spend ten minutes looking at the calendar for the week ahead and completing a "To Do" list.
17. Try to do two things at the same time - Time Duelling. Combine ironing and watching TV and always take something up/downstairs with you.
18. Don't be a slave to the TV. Select what you want - don't let yourself watch rubbish.
19. Think ahead and anticipate problems. Prepare things the night before (i.e. packed lunches).
20. Be time conscious but don't clock watch. Be aware of not wasting time. Value your time.
21. Use technological aids but don't play with them.
22. Prepare meals in bulk and freeze them.
23. Get in the habit of setting time limits for tasks. For instance, reading and answering email can consume your whole day if you let it. Instead, set a limit for this task and stick to it.
24. Remember, it is legitimate to be unavailable some of the time - as long as the reason is honest.
25. Get organised.
26. Don't procrastinate.
27. Make sure you have all the information you need to make a decision promptly and effectively.
28. Do things right first time. Improve your work effectiveness by working when you are at your best - early in the morning or late at night.
29. Listen effectively.

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30. Tackle the most unpleasant tasks first. This will cut down on worry time.
31. Eat healthy food for energy. Use your lunch time once a week for specific activity.
32. Keep your mind and body in shape. This will give you the energy and peace of mind to deal speedily and effectively with life's problems. Have a tough mind to keep going when the going gets tough. Relax, because relaxation clears your mind to think better. Remember, illness wastes time.
33. Stay cool. Panic clouds the mind and wastes time. Keep your sense of humour to see you through a crisis. Don't waste your time worrying – influence what you can.
34. Remember that time is money - know just how much your time is worth.

Annual salary	Weekly	Overheads (+ 40%)	Weekly Total	Per Hour (40 hr wk)	Per Minute
£5,000	£96	£38	£135	£3	£0.06
£10,000	£192	£77	£269	£7	£0.11
£15,000	£288	£115	£404	£10	£0.17
£20,000	£385	£154	£538	£13	£0.22
£25,000	£481	£192	£673	£17	£0.28
£30,000	£577	£231	£808	£20	£0.34
£35,000	£673	£269	£942	£24	£0.39
£40,000	£769	£308	£1,077	£27	£0.45

35. Carpe diem! Seize the day! Grab your opportunities and make the most of the present.
36. Have purpose in your life. This gives you the motivation to use your time well.
37. Set yourself specific, realistic and challenging goals. Every task should have a deadline for completion.
38. Prioritise. Concentrate on what's important.
39. Use a mental or written time log.
40. Have work flexibility if you can.
41. Get out of bed as soon as you wake up.
42. Pay other people to do some tasks if you can.
43. Delegate. Ask yourself "Do I have to do this or can I ask somebody else to do it?" Trust other people to do things for you! Don't over supervise. Remember the 4D Rule:

• Drop it	• Delay it	• Delegate it	• Do it
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44. Remember Parkinson's Law: Work expands to fill the time available.
45. Keep your time spent on routine chores to a minimum
46. Educate other people in Time Management. Then they won't have to waste your time.
47. Simplify your grooming, decide the night before what you are going to wear.
48. Be sure your systems (electronic and paper) are organised so you can find things.
49. Establish routines.
50. Don't attempt too much have realistic goals.