

Imagine that you had a bank account where the bank credited you £1440 every day. At the end of the day they deducted any outstanding balance; if you haven't spent it you lose it. Would you use the money? Or would you just let it slip through your fingers?

This is the Bank of Time. You have 1440 minutes every day of your life and if you waste them, you never get them back. You will learn:

- Learn how to manage last minute interruptions and requests
- Gain awareness of how you currently use and lose time
- Identify the time traps that cause most professionals to lose control

Effective and efficient people use all the time they have for something that is of value to them. That is usually a balance between their work, their family, their longer-term career or their health.

This book contains a variety of tools, tips and techniques to help you to get the most out of your credit balance at the Bank of Time, so that you seldom, if ever, look back with regret at the wasted opportunities to do the things that matter most in your personal and professional life.

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ESSENTIAL MANAGEMENT GUIDES

# HOW TO MANAGE TIME, TASKS, MEETINGS & APPOINTMENTS

12 KEY PRINCIPLES FOR  
GAINING CONTROL OF YOUR  
WORK & YOUR PRIORITIES



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How to Manage Time, Tasks, Meetings & Appointments – 12 Key Principles for Gaining Control of Your Work & Your Priorities

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## INTRODUCTION

“Time Management” is a skill that everyone needs; it doesn’t matter whether you are the CEO of a multinational or a young mum with two kids and a household to run. It doesn’t matter whether your day job is very rigid and micromanaged, or if you are self employed. Time Management is what helps you to manage *your* time productively.

Of course, no one can actually manage time, until someone invents a time machine we are all restricted to managing our *use* of time. That is what this book aims to do; to help you to get the most out of your day, your career and your life.

There are many legitimate calls on our time in the modern world; our family demands time, society and our involvement in it demands time, our hobbies and interests demand time, our boss demands time, if we are managers our staff demand time, and our customers demand time. There are also “time-bandits”; seemingly small events that steal our time and *often* waste it. Avoiding the “time-bandits” and juggling the legitimate demands effectively allows us to provide this time equitably and also to have, and take, what is nowadays known and “me-time”

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## PRINCIPLE 1:

### COMMON MISCONCEPTIONS ABOUT TIME USAGE

*“Oh, I’m sorry; I just haven’t had the time”*

This is probably the single most common excuse that people give for not doing something; whether it was a formal part of their job description or the sending of a “thank you” note after receiving a gift. Is it actually true? In most cases this is unlikely; does someone really not have five minutes out of the last seven months, in which to write a short note, or to send a quick email? What is usually meant, but wasn’t said, was

*“Oh, sorry, I just didn’t consider that doing this was a high enough priority in amongst all the other things I’ve been doing”*

But people don’t usually say that because it places the responsibility for failure squarely on their own shoulders.

*“If it wasn’t for other people, I’d be really good at “time management”; but every time I make a plan, someone else comes and wastes all my time”*

This is probably the second most common excuse for failure to achieve a goal. There is, to be fair, some legitimacy to the argument, some of the time. If your job is customer facing and the people who are taking up the time you planned to be doing something then it is legitimate except that they aren't *wasting* your time, because they are your *raison d'être*.

In most cases the phrase would be more accurately put as:

*"I'd be really good at 'time management'; but every time I make a plan, someone else comes and I allow them to waste my time"*

People who are effective in using their time productively take responsibility for and control of their time usage. They have a sense of control, rather than allowing other people and other things to manage and control them.

You may not be able to be 100% successful in your management of your time, but by understanding that you have a degree of control, and by using the tips found in this management guide you will be able to get a lot more done.

## PRINCIPLE 2:

### UNDERSTANDING 'CONTROLLABLE VS. UNCONTROLLABLE' TIME

No two people's jobs are identical; everyone needs to identify what is within their sphere of control and what is outside it. However just because something is outside your control, that doesn't mean that you can have no say at all in what it effects. You can still have some influence.

*"Circumstances are beyond human control, but our conduct is in our own power." – Benjamin Disraeli*

Here are some examples, drawn from peoples' real life examples.

1. I used to be an excellent procrastinator, but I found some techniques to help me stop and now I never procrastinate, I leave procrastination until tomorrow!
2. I used to get distracted easily by pop-ups and emails with great offers, but now I have blocked pop-ups and turned off the incoming mail alert, I only handle emails at specific times of day and then only when I've cleared my 'to do' list.

End of Sample

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