



NDC COACHING & TRAINING

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TIME MANAGEMENT CHECKLIST

NICO DAVIES-COOKE

Change Agent

Leadership, Mindset, Transformation

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TIME MANAGEMENT

Time is a finite resource - it will pass, regardless. This checklist is designed to help you make better use of your time.

1. Using the attached sheet, every day, for one week, make a list of how you spent your time. Write down absolutely everything you did, eg:
 - dressing
 - eating
 - meetings
 - computer work - breakdown into emails/research/work etc
 - personal ablutions
 - exercise - identify the activity
 - sleep
 - phone calls
2. Analyse the report you've produced. You may be surprised by the imbalance of planned tasks vs tasks that have come up unexpectedly, or how much time is spent in meetings of some kind. Do you notice a difference in productivity between morning and afternoon?
3. With this new awareness, what boundaries could you put in place?
 - what do you need to prioritise?
 - would it help to set time limits for phone calls?
 - could you reschedule meetings to your 'unproductive' part of the day? You may be more motivated in the company of others
 - what is a MUST
 - what is a DELEGATE option
4. Using the template again, plan your upcoming week. Keep using this, or make up your own template, to help you keep on track and keep distractions at bay.

Managing your time puts you in control, allows you to choose what to do, when and in what order. Exercising this self-control is the essence of becoming successful with less stress.

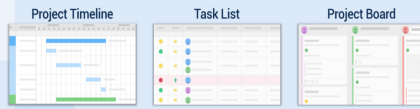


Thank you for downloading this Excel template.

We hope you find it useful. Excel can be a good tool for basic spreadsheets, but it lacks real-time visibility and collaboration capabilities.

Smartsheet can help you better plan, track, manage, and automate your projects and workflows.

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WEEKLY SCHEDULE

SCHEDULE START TIME	TIME INTERVAL	WEEK START DATE
7:00 AM	60 MIN	10/05/2020

TIME	SUN May 10, 2020	MON May 11, 2020	TUES May 12, 2020	WED May 13, 2020	THURS May 14, 2020	FRI May 15, 2020	SAT May 16, 2020
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