



Chapter 2 - HOW TO MANAGE YOUR BUSINESS

2.4 WORKING TIME MANAGEMENT



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Working Time Management

When starting a business you will have many tasks and probably work all the time. Therefore, it is very important that you manage your time effectively. Here is some advice how to do this.

1. Strategies for acting with calm and composure

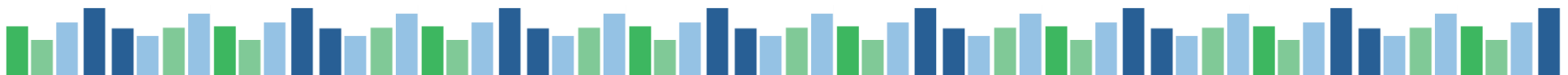


Only consider performing tasks that are genuinely important and do not be overwhelmed by the rest. Be aware that you are doing the important things.

2. Keys to reduce multi-tasking

Plan your tasks using task lists. Some ideas to consider when carrying out planning:

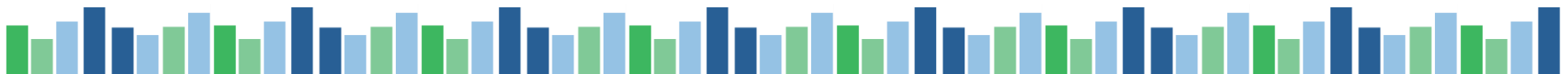
Always have your work schedule prepared before starting the day. Spend the last/first few minutes of the day planning this. It is important to begin your day's work with deliberately chosen activities and not by reacting to whatever presents itself.



Working Time Management

Plan your activities based on your objectives, which must be:

- Your own
- Concrete and specific
- Few in number and very important
- Measurable and quantifiable where possible
- Set to deadlines
- Compatible with one another
- Achievable, but with difficulty
- Written and checkable
- Draw up your plan based on the essential issues
- Align your plan with your bodily cycles (for example, you may be better able to tackle tasks first thing in the morning than after eating).
Include rests
- Plan your timetable in writing
- Group related actions and matters together wherever possible
- Always keep your daily activity plan in view
- Do not hesitate to take long periods of time over important tasks
- Ensure that you allocate sufficient but not excessive time to each activity
- Maintain sufficient flexibility to deal with unexpected but important matters
- Include time to think about your plan each day
- Also include a set reading time, for professional, personal, enriching, shared, leisure and other purposes
- Keep a set time for everything that is important to you: relationships, friends, personal development, hobbies, etc.



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3. Review commitment to tasks according to their urgency and importance

Use the Urgent/Important Matrix to organise your task list, taking into account that you need to progress from normal to excellent distribution.

Urgent-Important Matrix:

- Important matters become urgent when not dealt with.
- Deep involvement in urgent matters results in stress.
- You must focus on what is important.

Before completing the matrix, you should answer the following questions:

- What do I do with my time?
- Which activities do I never or almost never have time to do?
- Which activities do I always or almost always do at the last minute and sometimes, due to lack of time, with more haste and less “quality” than I would like?
- Which activities do I always have time for, always carry out and even normally carry out first each day?

