

## **TIME & ENERGY MANAGEMENT**

### **30+ Strategies for Effective Time & Energy Management**

1. Start early. This helps keep stress and hence energy levels in check. It also helps to keep you in control, and assists you to think more creatively about how you use the time at your disposal. As a consequence it becomes easier to co-ordinate your tasks more effectively
2. Allow 2-3 times more time than you need to carry out tasks. Be realistic about what you can achieve. Things generally take 2-3 times longer than we think, partly because our energy, concentration and motivation are also in play and we have to take account of these. We are also constantly interrupted. Thirdly, unless it is a routine task, the time we have set aside may only have been estimated, and may therefore have been underestimated
3. Break tasks down. This prevents overwhelm in the case of very large tasks

4. Work off a plan. This allows us to 'budget' our time, work in breaks and keep an overview
5. Start it now! This helps simply to break the back of your task, give you a feel for the complexity of the task (thereby prompting you to allocate more time if need be) and give you a head-start before any further tasks come your way
6. Work at a steady pace. This prevents your energy levels from spiking needlessly and plummeting when you have finished (which happens when you leave things until the last minute)
7. Time yourself (know yourself). Knowing yourself is crucial to the effective management of your time and energy. A good skill to develop is the ability to say 'this task will take me 'x' amount of time'. This comes about by timing everything you do and developing a feel for your rate and pace
8. Let go of what you do not need to be a) doing right now and b) thinking about right now. This frees up your energy and focus so that you can concentrate on the task at hand. This in turn helps you complete the task more efficiently, effectively and in less time.