



Coaching 'Talent Tips' on Planning and Organizing



Planning and Organizing involves *Prioritising, Good Time Management, Decision Making, Delegation, and Focus*

1. Remember Pareto's 80/20 Rule: ***20% of effort delivers 80% of results***
2. Start by writing a ***Time Log*** to show how you spend your time. Divide your day in to ***Priorities, Delegation, Time Wasters*** (i.e. Distractions/Interruptions), Operations/Processes/Managerial Tasks
3. Ask yourself: Are you investing enough time to achieve your goals? In which areas, that are not essential to your goals, are you spending or wasting too much time?
4. Remember Parkinson's Law: ***The perceived importance and complexity of a task will grow in direct proportion to the time available for its completion***
5. Ask yourself: How do you want to change your working life?



How would you like your perfect working day to be?

How much time are you going to devote to each task?

6. **Block off time in your diary** for specific tasks/projects/meetings and stick to the timings

7. **'Eat the elephant' in bite size chunks!** I.e. If you have a long Report to complete, write a page or so per day, working backwards from the deadline

8. Set **SMART Goals** – **S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imebound

9. **Be proactive, not reactive**, if not, you will drift in to short term (reactive) output, i.e. being efficient, but falling far short of desired goals, which prevents long term effectiveness

10. With queries or projects, either: **Deal with it, Delegate it, or Discard it**

11. Only work on **5/6 Priorities** at one time





12. Anyone who works in an office tends to be interrupted on average once every 7 minutes! **Say 'No', put the phone on voicemail, delegate, set aside time to deal with non urgent questions** i.e. diarise 1:1s with your team and managers, and compile lists of questions and objectives for the team or the Board

13. **Unsubscribe to non-essential emails.** Get IT to eradicate most SPAM

14. Have **Agendas to all meetings with timing, and stick to them**

15. **Be ruthless and assertive** with your Time

16. **Block off part of your day or week for Strategic/Creative Thinking Time**

17. **Pre-empt interruptions**

18. With Paperwork decide: **What is important? Who needs to know where it is? Who needs to know what's on it? Try and handle it once**

19. For interesting reading, **create a file to read on the train or plane**

20. For more detailed '**Talent Tips' on Planning and Organizing, Time Management, Delegation and Empowerment, and Decision Making**, and many more Management and Leadership Competencies and Values, email: Natural Talent at info@natural-talent.co.uk

