Productive Planning and Time Management

These days, I often hear people in business say things like "where did the time go" and like the magician that made the woman disappear from the box, time seems to disappear. It started me thinking about the illusion of time and common beliefs around time such as "I need more time", "I don't have the time", "I'm busy", "I work hard", "not enough hours in the day", "have to work long hours to get ahead", not to mention the obsessed colleague or boss that is a time watcher, tracking your every move during your day to ensure you have done your time or not wasting time, even rewarding working hard according to the number of extra hours you might work with little regard to productivity, outcomes and results.

Why is it that we all have the same amount of this precious resource called time, yet some people achieve amazing things in the same amount of time others achieve little? What about the illusion of the 9-5 working day! So does time elude us or have we bought into the illusion about time

So next time you hear yourself saying "I'm busy", "I work hard", "I don't have the time", "where has the time gone", you might want to stop and consider these questioning your beliefs around time. Here are some fantastic questions to ask yourself and tips on productive planning and time management;

- Am I being productive or just active?

- Am I inventing things to do to avoid the important?

- Is my busyness getting the desired results I want or am I just filling time?

- What 3 activities do I use to fill time to feel as though I have been productive?

- What am I postponing or avoiding tasks to feel safe and comfortable?

- If this is the only activity I complete today, will I be satisfied with my day?

- What information and tasks do I need to eliminate to avoid information overload?

If you take the time to answer these questions honestly, this alone can be a game changer.

Top 6 tips to ensure the productive use of your time:

1. Avoid overloading your to-do-list (no more than 2 mission critical items per day)
2. Limit tasks to important
3. Allocate shorter timeframes and deadlines on tasks and make them critical
4. Chunk bigger tasks down into manageable size pieces each with a deadline
5. Limit information overload (ignore or redirect interruptions that are irrelevant, unimportant or unactionable)
6. Be aware of time wasting activities and avoid them or set strict short timeframes and stick to the time allocated (eg. emails, texts, social media, meetings, telephone calls, conversations with people).

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PS. For more information on the Illusion of Time, Productive and Time Management Strategies contract us at admin@dynamichrmsolutions.com.au