

Time is Precious

Making the most of precious time is the key to the success. Our focus at PEPworldwide is changing forever the way people work. It takes time, effort and discipline to be the master of your own time but we have a few tips that can help you start on the right track.

Actively Use Your Calendar

The calendar is not just for marking in key dates, appointments, meetings and holidays. It is for planning how you spend your time to help you achieve your goals.

Spend Time on 'High Return Activities'

'High return activities' means things that make a difference to the future of your organisation. It means planning, thinking, resolving problems, reviewing progress towards goals and re-designing processes. Set regular time aside in your calendar for this.

You need to minimise time spent on the stress-causing 'administrivia' that takes up much of your day. Set aside time for regular or routine tasks (like emails and reporting) and batch them together.

Three Times a Day In-Box

Don't be a slave to your in-box. Set time aside every day to action what has come in. Make a decision then and there about how you will handle it. If it will take less than 10 minutes Do It Now! Otherwise set time aside in your calendar to do it later – and stick to it.

Have a Good Folder System

Create short term storage for projects and active documents so that each item of information has a home and can be found quickly and easily, when needed.

All of these improvements are taught in the Personal Efficiency Program (PEP). If you want to know more about what we can do to help you change forever the way that you work then please contact us via our website <http://www.pepworldwide.com.au/index.cfm>.