

Finding More Time

Keypoints Reminder

1. Order your priorities, so that you don't squander time on unnecessary tasks.
2. Group jobs to be done by category, such as making telephone calls, reading or writing letters
3. Examine the parts of your day that appear to be committed – you may find some marginal time that can be used.
4. Find ways to cut down on time spent on mundane routines.
5. Find ways to use the times when you are physically but not mentally occupied – listening to a tape recorder, or use the time to think.
6. Treat waiting time as an opportunity – to read, write, think or reflect.
7. Choose, if possible, the means of transport that will afford you the best opportunity to use the time productively.
8. Reduce the *quality* of your attention on things that don't demand it fully, so that you can do something else at the same time. There are many things you can do while you watch television – particularly those tasks that only require part of your concentration.
9. Take advantage of unexpected gaps in your day – time that had originally been allocated to a specific task. Re-allocate it productively.
10. Regard time as something that can be adapted to your needs and objectives.