

Managing Time and Workload Series

Simple Tips for a Stress Free Day

When I deliver training on time management I can quickly group people in to one of two groups.

1. Those people who recognise that their problems stem from bad habits. These people know they need to make changes in the way that they work and they know that only their efforts will bring about an improvement.
2. Those people who believe that I have some kind of magic dust to sprinkle over their heads. They believe that if they listen to me for an hour or two their time management problems will disappear and they will walk out of the training room changed and their problems gone.

As you may have already guessed I can help those people in the first category.

The first step to managing your time better is to know how you use your time now.

Use our Weekly Diary/Planner to record a typical week and then try using our Breakdown Analysis to see if you can identify any areas where you could make changes.

Try applying some of our tips that feature in our Managing Time and Workload Series:-

- [Handling Paper](#)
- [Saying No](#)
- [Stop Procrastinating](#)
- [Plan Your Day](#)

Helpful worksheets

- [Weekly Diary/Planner](#)
- [Breakdown Analysis](#)



Professional and Personal Development