

Managing Time and Workload Series

Simple Tips for a Stress Free Day

Plan Your Day

You wouldn't start a meeting without thinking what you would like to get out of it. Rather than making it up as you go, most people would plan on paper exactly what the agenda would be and what was needed to make the meeting a success.

Why should you approach your day any differently?

So don't let your day control you and your feelings. Turn the tables and take control of your day. Visualise a positive day ahead and you will create in yourself the very attitude needed to achieve success.

Use the following tips to help you gain control of your day:

- **Visualise** the day ahead and how you see it going – 'Begin with the end in mind.'
- **Do** your planning at the same time every day.
- Use only **one** planner/diary.
- Write a **TO DO** list every day and prioritise High, Medium, and Low.
- **Start** with High priority items and work through H to M to L.
- **Check** off tasks as they are completed.
- Block out time accurately for alone time on major tasks – if someone wants a meeting at that time say, 'I'm sorry I already have a meeting at that time.'
- **Do it now!** – avoid 'call me next week' if possible.
- **Carry out** a case study – **see** how you are using time now. (Use our Ready Made [Time Planner](#).)

