

Time Management Review PRE-WORK

'In order to make sure we manage our time better we need to identify what takes our time and energy'



My time review					
Activity	Outcome	Time sper	nt	Derailers/ enablers	(Juel
					50
nplates cedures ck		nanagement problems	 Low nee 	ganisational skillsd for achievement	
	Resources	Time	lastering time	PrioritisingGoal setting	
	ma	nagement — model		Decision makingEliminating	•••••
Work skillsSocial skills Manual skills				Effective use of time	
	Critical skills	Effective u	$\stackrel{se}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}}{\overset{\sigma}{\overset{\sigma}}{\overset{\sigma}}{\overset{\sigma}}{\overset{\sigma}}{\overset{\sigma}}{\overset{\sigma}}}}}}}}}$	Set the scene Concentrate, stay focused Reward yourself	•••••