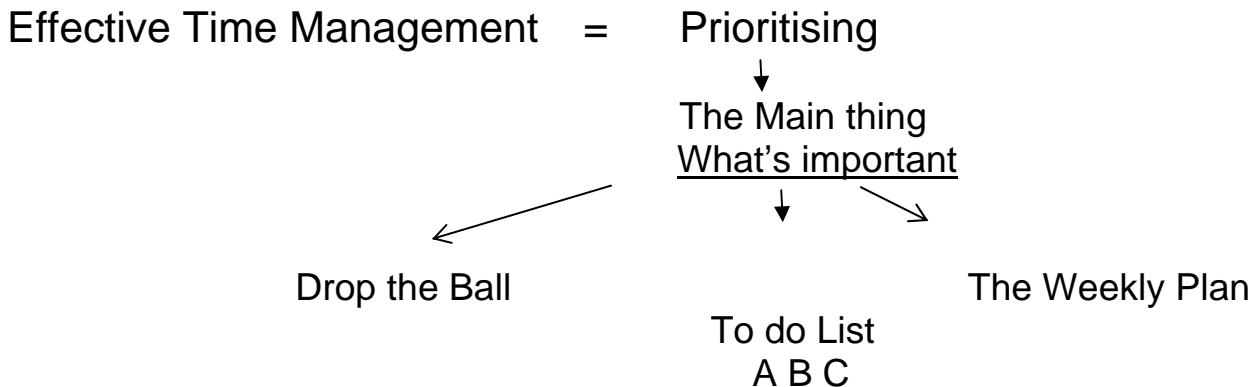


## THE 10 LIES ON HOW EFFICIENT I AM:

### EFFICIENCY

The following points are made with a great deal of licence to exaggerate but hopefully gives some ideas for discussion and to reflect on as we look to change our “bad habits”.

Being more efficient doesn't necessarily mean we are effective.



A \* Top P/A = Efficient

- No = One of the most important time management tools
- Hard task first 9 – 10.30 no interruptions
- Do it now attitude
- Don't try the last thing before meetings
  - Get ready early → then other things
- Time to teach others / create environment where they can succeed to equivalent or better standards. (The Art of Delegating) – set deadlines
  - Don't ask do you understand.
- Decrease pre chat = how can I help?
- I can ignore a ringing phone = 2 rings / don't pick up
- I don't take calls if I'm in a meeting unless I have told the person
- Chunk calls together (Desk Pad)
- Email - morning – only deal key / delete Current tasks
  - wait until after 11.00
- Communicate with key people most of the time
- 3 trays IN / OUT / Don't know what to do with and 1 other pile.
- ? Storage Systems

- Up right filing works best for me.
  - Pile → Bin

I have a tidy desk ← Visit the Tui ad
- Weekly Planner → The main things (what diary works for me)
  - ↓ Run sheet for week ahead

Use paper – visual planner of full week
- Do I need to be at the meeting? / Why?
  - Move through general nuts and bolts quickly
    - i.e. interrupt = encourage people to feel comfortable to say pass/nothing to add i.e. don't have to speak
  - Start on time.
- Big Scripts – The use of Dictaphone is important for me.
- The yellow cube / square paper.