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### 10 Top Time Tips

Time is something we never seem to have enough of! Whatever amount of time we have we will fill it. The more work you take on the more of your time seems to be taken up – but it doesn't have to be like this.

So how can you make better use of your time? Below are some of my suggestions:

- 1. Plan your day** – this is vital; plan your month, your week and then your day. Take the time to do this well and you can save hours of messing about later; use one diary, on-line system or phone whichever works best for you.
- 2. Visualise success** – I find this works so well. Just take 2 minutes to sit quietly, close your eyes and see yourself having a wonderfully productive day, with everything going smoothly just the way you want it.
- 3. Get organised** – here you need to have your systems in place, know where things are filed, sort out any rubbish or papers you don't need any more. Be tough with yourself – a tidy desk is a tidy mind.
- 4. Prioritise** – make sure you are working on the 'important' tasks, not the easy but time-consuming unimportant ones. Ask yourself this: **will this task dramatically move my business forwards?** If the answer is 'no' then do it later if at all. Apply the four 'D's rule: Do it – Delegate it – Defer it – Dump it!
- 5. Set small goals** – select the three most important tasks for your week and set a simple goal for each. (See my Set Simple Goals sheet) You can do it for the day too if you like.
- 6. Block out chunks of time for specific tasks** – if you have a variety of different jobs to do, try a time sheet with set times for each task to be completed, focus and take action!
- 7. Take breaks** – this is so important that in our haste to get a lot done, we forget this and end up tired and taking longer over each job.

8. **Hydrate yourself** – drinking plenty of water as you work is vital, if you become de-hydrated you will develop headaches and tiredness leading to long non-productive hours.
9. **Take exercise** – this comes as part of the above; if you exercise at least once a day you will increase your energy levels, thus increasing productivity. You can focus with quality time rather than feel lethargic and needing constant coffees to keep you going.
10. **Be disciplined** – so this is about putting all this into practice! Can you start your day well, keep focused, ignore the phone-calls and constant incoming emails, and resist the urge to catch up with friends on Facebook or over texts. And most importantly can you set your day up well, only do the important tasks, congratulate yourself on tasks well done and not set an un-achievable work load?

If you would like help and support with getting in control of your time, or with any other related topics – Aleptis runs a variety of One-Day Workshops including:

**‘Manage your Time, Manage your Life’**

See the website Workshops Page for the latest dates and to book.

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