

## YOUR 25TH HOUR IN THE DAY

# Time Management Techniques



There are never enough hours in the day, and whilst you could delegate all your tasks to a Pink Spaghetti PA, we thought we would share quick wins, great systems and time management techniques to help your everyday life.



### Quick wins



When searching on the web, use your space bar to go up and down the search results – it's quicker than the scroll bar

Use the Google search bar for currency conversions, flight arrival details, percentage calculators, dictionary definitions and more.

## Time Savers

By using the techniques below, the average user can save one working week a year.

On Word, Excel and Outlook use the quick access toolbar for all your frequent commands. For example, new document, print preview, save and many more.

Use email footers. These should not just have your logo and contact details, but your sign off and name, for example "Kind regards, Doris Smith".

For frequently sent emails, set up an email template. Whole emails, including attachments, can be sent at the touch of a few buttons.

Use bookmarks for frequently used websites.

Set your regularly used folders as favourites, so you can get to saved documents easily.



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## Systems and apps

With our varied workload and small business customers, we have to look for the most efficient ways of doing things, which keep costs low. Here are the Pink Spaghetti favourites which we could not live without.

- Zoom - the ultimate time saver
- Xero - for user-friendly finances
- Dropbox - for seamless document sharing
- Trello - for managing everything big to small
- ToDolst - the ultimate online to do list
- Canva - for drag and drop easy-to-create artwork



## Mobile device top tips



Turn off notifications to stop distractions



Use custom rings for important calls



Set up night mode so you don't get disturbed



Remove unused apps to keep your phone tidy



## Email management

Unsubscribe! Unless you actually read the content, or need it for later use, unsubscribe from unwanted newsletters.

Review your inbox every night. Things that need to be actioned, put on a list for the following day. Things that need to be filed can be filed straight away. Delete anything you do not need.

Create folders for every subject so you can file effectively and find things easily.

Create rules for frequent emails. These will file themselves for you to view when you need them, and will save you making a decision every time they come in.

Get in touch if you would like a free email health check to help you on your way.



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## Time Management Techniques

If everything is chaotic, and you don't know where to start, then try one of these techniques and find which one works for you.

### The Pomodoro Technique

Focus on 25 minutes of work, then take a 5 minute break. Repeat this 4 times, and take a 15 minute break. Following this allows you to keep your mind fresh and focused on the task. Work like this for a week to truly start to master it. There are free apps available on mobile devices to help you along.

### Eat That Frog!

Designed to stop you procrastinating the big tasks, Mark Twain says "Eat a live frog first thing in the morning and nothing worse will happen to you for the rest of the day". If you have more than one frog to eat, go for the ugliest first.

"Until we can manage time, we can  
manage nothing else"

### Time Boxing

Time boxing is simply fixing a time period to work on a task or group of tasks. If you are procrastinating a task, don't try to complete it, time box it – allow a set period to get some done. If you have a series of little, annoying tasks set a time slot to get a number done.

Time boxing works if you are an expert in perfectionism. If you consistently carry on with tasks, redoing them over and over, and wonder where all your time goes then time boxing is for you – you set the deadline.

### Pareto Principle

Also known as the 80/20 rule, when applied to your daily life, the rule states that 20 percent of your activities will account for 80% of your life.

- 80% of results come from 20% of your efforts
- If you have a to-do list of 10 items two will turn out to be worth as much as the other 8 put together.

So use this to work out which big projects you should spend your valuable time on.



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## Lists

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Use a list to clear your mind. Make a list at the end of the day and hit the ground running the next day. Have a list for everything: work, home, films to watch, presents to buy, ideas for holidays. Use good old paper, or an app, whichever works for you but stick to it!

Share some lists with family members and others with work colleagues.

We set up lists of birthdays so they come up annually, set reminders so we know when to buy presents and others so we know to post the cards.

Set priorities and timescales and be realistic.



## Pink Spaghetti Top Tips

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Outsource tasks that:

- Are repetitive
- You don't know how to do
- You don't want to do

Complete important tasks first.

Each day, identify two or three tasks that are the most crucial to complete and do those first. That way, once you are done, your day has already been a success.



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