

# Leader Toolkit

## How will you spend your time



We are **RESPONSIBLE** leaders, **DEDICATED TO QUALITY**.

We do what we say we will do and focus on what matters and deliver results.

### Why use this tool

Use this tool to make sure that most of your time is spent doing what you **should** be doing.

### When to use this tool

- **When you take up a new role**, use the tool to think ahead about how you will use your time.
- **Use the tool regularly** to do quick reality checks on what you are doing and whether you are scheduling your activities well.

### How to use this tool

If you want to use your time well, you **must prioritise** what you do so that **you use the time you have** to do the most **needed activities**.

The mistake that most people make is NOT seeing the difference between **important** and **urgent** tasks.

#### Important tasks

Help you carry out your job objectives

Play a part in the way the organisation works

**What you are paid to do**

#### Urgent tasks

Have a detrimental effect if left undone

Have a deadline - must be done by...

**What you often do ahead of important tasks - even if they're not important**

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Important Vs Urgent calculator for managing your time.

	Urgent	NOT urgent
Important	<p><b>Priority 1 activities</b></p> <p>Crises Pressing problems Deadline-driven projects</p> <p><b>Top priority</b> Must give time now</p>	<p><b>Priority 2 activities</b></p> <p>Prevention Relationship-building Recognising new opportunities Planning Leisure time</p> <p><b>Important for job</b> Must give sufficient time</p>
NOT Important	<p><b>Priority 3 activities</b></p> <p>Interruptions, some calls Some mail, some reports Some meetings Pressing matters around you Popular activities</p> <p><b>Can disrupt</b> Assess first then decide</p>	<p><b>Priority 4 activities</b></p> <p>Trivia Keeping busy work Some phone calls Time wasters Pleasant activities</p> <p><b>Not essential</b> Only do if time available</p>



# How will you spend your time



Use this table to work out how you will spend your time.

Tasks that need your TIME.	Is it urgent?	Is it Important?	Priority? 1,2,3,4	When do you schedule time? Daily? Weekly? Monthly? As they occur? Only after assessing first?	How much time?

