

Checklist – Top Tips: How to Be a Time Management Ninja

“But what minutes? Count them by sensation, and not by calendars, and each moment is a day.” **Benjamin Disraeli**

Here are 7 ways to become a Time Management Ninja:

1. Value your time.
2. Value other people’s time.
3. Write down your priorities in life. Draw up a pie chart of how you’d like to ‘spend’ your time allowance. Making it visual really helps.
4. **Analyse** where you are spending your time at the moment. Be honest – the information is just for you, not others. Complete a time log, and compare to your list of priorities and pie chart. Comparing pie charts can be a shock.
5. Make changes as necessary. Start with setting goals – by the end of this year, I will...by the end of this quarter, I will...by the end of this month, I will...by the end of this week, I will...by the end of today, I will...
6. Adopt an **Action Diary** approach. Rather than a To Do list, break all your tasks, emails, phone calls into where they need to be done, and diarise them. That way you really focus on how much time you have, and you learn number 1 – to value your time.
7. Make time for relaxation, networking, lunch and fun. Life is about making those moments count.

[The Development Company](#) is a leading edge training company, dedicated to enable people to be the best the best they can be. We can only achieve our best when we are Time Management Ninjas.

We design and deliver workshops and [courses](#) that get real results. We design courses to develop people in [Time Management](#), Planning and Organising, Project Management and Managing Your Workload. We also have a pragmatic and interactive [time management online course](#), available from £14.70 + VAT – contact us for a free licence to review if it is right for your people.

[Contact us](#) today – ask for [Kay](#) or [Adrian](#).



The Development Company

Your Learning Partner

www.thedevco.com

Talk to us today

 **01604 810 801**