



top tips

Time management and organisation

Firstly, de-stress and clear your mind. Write all your tasks down on a 'to do' list. There are then 4 options:

1. Delete any task that you don't actually need to do. Sometimes we create unnecessary work for ourselves.
2. Delegate as many tasks as you can!
3. For any task that can't be done now, put it in your diary and forget about it.
4. Whatever is left will need to be done, so prioritise them based on urgency and importance

By following this simple process you will be in control of your workload. Easy!