

Time Management – making the most of those precious minutes

Urgent: Tasks requiring immediate action. Not doing them will have a negative impact. e.g. Handling service issues that impact brand, managing conflict.

Important: Foundations for growth and delivering the wider business plan. e.g. market research, software solutions, Product Development.

Time Management template

Do: Business critical, often reactive, with long lasting impact if not completed. e.g. Site issues, customer complaints. Spending too much time in this quadrant will stop business growth.

Schedule: Book in time to make these things happen. e.g. Team structure, showroom, marketing campaigns, stock takes, factory systems of work.

Delegate: Less critical tasks, that don't require your immediate attention but are still time sensitive. e.g. meetings, phone calls, emails. Can someone else do this, saving you time and helping their development?

Eliminate: Time thieves! Tasks that don't add any intrinsic value and steal your energy. e.g. "chores", mundane tasks that could be automated or dropped.

