

red monkey coaching



Planning & Prioritising Workbook



Learning Log

Section of session	Key learning point

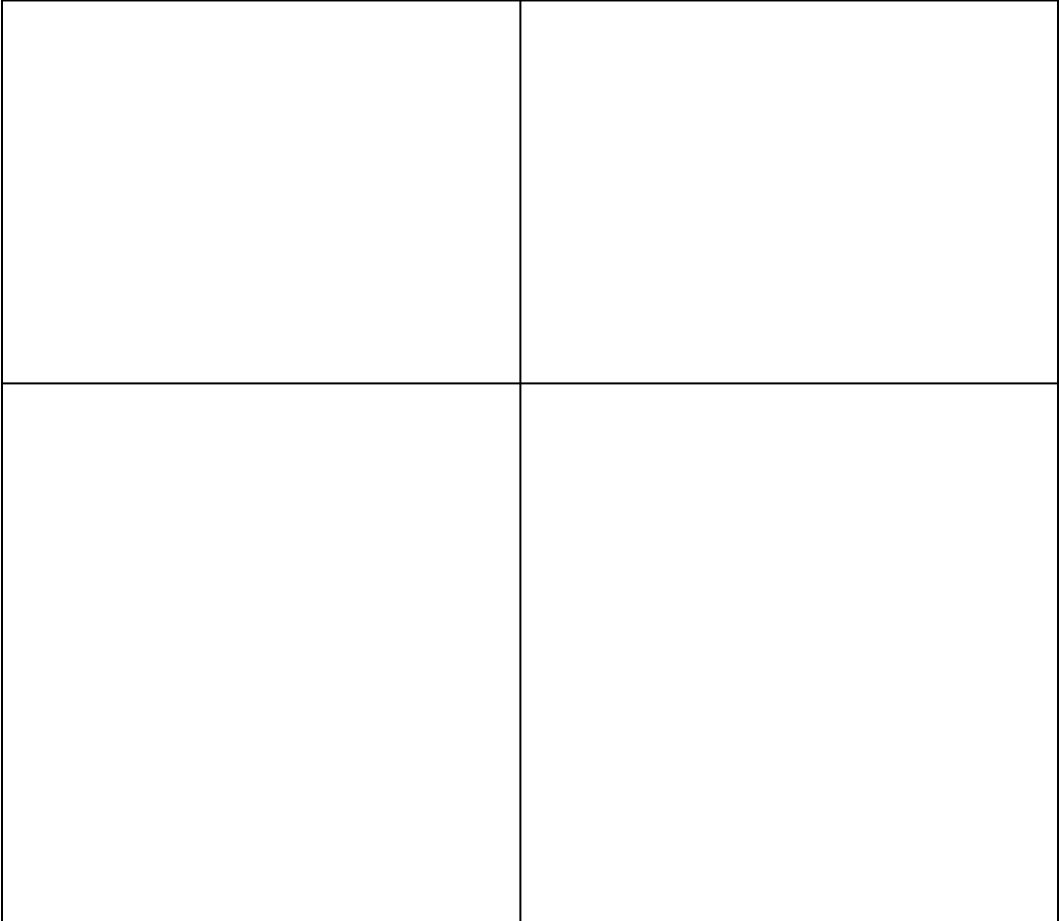
Action Plan

Action	Priority	When by?

Prioritising Activity

High

URGENCY



Low

High

IMPORTANCE

Prioritise the tasks by writing the corresponding letter in the correct box:

- Dealing with an angry complaint from one of your very best customers.
- Responding to a colleague who has just boiled the kettle and needs a quick answer as to whether you want tea or coffee.
- Writing a complex report requested by your boss (who is a good boss) that needs to be ready in three weeks' time.
- Dealing with a colleague who has interrupted you to get some information for a report she needs to deliver tomorrow. The creation of the report is not key to meeting your own objectives.
- Filing documents that you will need again later in the year to help achieve one of your key objectives.
- Improving the presentation of a routine straightforward report of limited circulation by adding colour, shading and clip art.
- You need to supply figures for an important meeting that has been called at short notice.
- The phone rings and you need to answer it (you are the receptionist).

Notes:

Prime Times and Down Times

Make a note in the boxes of when your own prime and down times are. Next, write the sort of activities you could be doing at these times.

The image contains two large, empty, arrow-shaped boxes pointing to the right. The top box is intended for 'My Prime Time' and the bottom box is intended for 'My Down Time'. Each box has a vertical left edge, a horizontal top or bottom edge, and a diagonal right edge that tapers to a point.

My Prime Time

My Down Time

Prioritising & Planning – A Checklist

Effective time management requires a thorough understanding of the difference between importance and urgency where

- A task's urgency is determined by when it should be done
- A task's importance is determined by its contribution to the achievement of key results and longer term goals

URGENCY	High	3 Low Importance High Urgency	1 High Importance High Urgency
	Low	4 Low Importance Low Urgency	2 High Importance Low Urgency
		Low	High

IMPORTANCE

Aim to limit time spent on important and urgent tasks (box 1)

- As this is the Emergency Zone where we are not in full control of our activities

Aim to increase time spent on important but not urgent tasks (box 2)

- By planning and prioritising tasks ahead of time

Plan your time by

- Creating a daily 'To do' list including all your tasks and activities
- Prioritising the tasks and activities according to their level of importance and urgency
- Ranking the tasks and activities in the order they need to be tackled
- Identifying the tasks and activities that can be delegated
- Estimating the time each task will take
- Scheduling the tasks into your diary or planner

When estimating how long a task will take

- Add 50% to your first (Pure Time) estimate to take account of inevitable interruptions
- On finishing the task, note down the Actual Time it took
- Compare your Estimated Time with the Actual Time to help you gauge the accuracy of your estimate

When planning your time be aware of your own

- Prime Time and Down Time – the pattern of highs and lows in your energy and concentration levels during the course of a day
- Controlled Time and Uncontrolled Time – the times in the day when you know you'll be free of, or burdened by interruptions

Aim to

- Schedule your important and more complex tasks into your periods of Prime Time and Controlled Time
- Book in regular Catch-up time and time just for yourself
- Take a moment to reassess and if necessary re-prioritise your 'To-do' list when new tasks arrive