

Time Saving for Business People

Working hard but not getting results? It might take just a few simple changes for your efforts – and those of your staff – to really pay off...

Early to bed and early to rise?

Are you at your best in the morning or evening? If you know when you're most focused, you can prioritise your work accordingly.

Set proper boundaries

When you need to focus on an important project, delegate call taking and administrative tasks. Make it clear you cannot be disturbed.

Overcome the urge to be accommodating - say "no" when requests are unreasonable.

Take time out

The human attention span is approximately 40 minutes. You might want to keep your nose to the grindstone until you've finished, but take regular breaks and your mind will be at its most active.

Make the most of modern technology

If you have an urgent task to complete, use voicemail to take your calls, and ask colleagues to forward concerns to you by email which you can respond to at a less pressing time.

Set aside fixed times for checking voicemail and email. Try to keep it to half an hour, and no more than twice a day.

Delegate!

Worry about bothering your staff? Hate losing control of a project? Stuck in old habits? Don't do work that you could delegate. Your team is there to help your business function – use them.

Enhance your environment

Stale air and too much VDU work could be bad for your health. Make sure your office has efficient ventilation. Prevent headaches and eye strain by using anti-reflection screens. Alternate activities so you can take regular breaks from your PC.

Keep your desk and work equipment organised. Looking for notes on a messy desktop is stressful and wastes time. Your telephone, regularly used files and diary should be within easy reach.

Schedule treats

When you've finished a task, do something you enjoy. Whether it's a bar of chocolate or a night out you can motivate yourself with a reward.