

How to Get More Hours Out of Each Day.

A common theme for many people is that “there are not enough hours in the day”.

Comments such as feeling exhausted, overwhelmed or stressed confirm that the person is experiencing conflict. Sometimes this is due to an internal cause, such as poor health or a clash in obligations or responsibilities. Other times, it is due to external demands from other people, either at home or at work.

Here is a simple activity that you can test out and apply. It is especially relevant in the workplace. Do an audit of your time for one week, at least twice a year. Write a diary showing you all the activities that are squeezed into your day.

What percentage of your time is spent doing what you are skilled at?

How often are you interrupted?

What can be delegated to a personal assistant or other member of your team?

How effectively do you manage eMails?

Do you include regular meal breaks and time for a walk or stretch?

This exercise will help you become aware of what drains your energy and focus. You can now take action to reclaim your day, turn “overwhelmed” into “underwhelmed”, and give your brain some time and space to refresh and relax.

Simple Tips:

Focus on what you do best.

Delegate tasks.

Set aside time for meetings, preferably with an agenda.

Allocate one or two times in the day for colleagues and staff.

Schedule times to efficiently respond to eMails.

Dr. Pete

P.S.

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