

Look after the seconds and the hours will look after themselves!

Whether your company is tightening its belt or experiencing phenomenal growth – there never seems to be enough time in the day. Michelle Lucas, Career Coach of greenfields explains how our personality can cause us to be inefficient despite our best intentions. Here she identifies four typical time management gremlins and suggests ways to manage them.

The “meerkat” gremlin : some people are intrigued by what’s going on elsewhere and are always on the look out so that they don’t miss anything. These sociable people tend to be well informed but often overlook the task in hand. Practical strategies would be:

- Turn off your e-mail alert and discipline yourself to look at your emails no more than 3 times a day
- Identify your important projects and allocate specific chunks of time to do them independently, reward yourself by having a chat with someone once you have fully completed a “whole chunk”

The “blue sky” gremlin : some people love to debate a topic, future oriented they like to think about all possibilities. Whilst creative and strategic they tend to lose sight of the here and now. Practical strategies would be:

- Clarify or create a deadline for each piece of work so that the thinking has to come to stop and the doing has to start
- Team up with someone with complementary skills, who can ask the painful “so what?” question to your ideas

The “nurturer” gremlin : some people naturally tune in to other people’s needs before their own. Great at building team spirit and assessing the impact of decisions on people, they are however, easily drawn into supporting others, often at the expense of their own commitments . Practical strategies are :

- When someone tries to “dump” something on you at the last minute – help them understand how the problem occurred in the first place rather than doing it for them
- Notice what really suffers for you when you constantly help other people out - remember it is OK to put yourself first, at least some of the time !

The “butterfly” gremlin : some people love spontaneity, they rarely plan and develop a way of working as things occur to them. However, their unplanned nature can often cause problems for their colleagues and sometimes a key task can be completely forgotten. Practical strategies are :

- Write a to do list, keep it visible and actually look at it 3 times a day
- When managing others make a note of what you ask them to do, remember if your thinking moves on, tell them they’re not psychic !

To find out what kind of gremlins you may have, log on to www.coachU4success.co.uk and complete the quiz in the resources section. For more information about greenfields visit the website or call Michelle for a free consultation on 07717 122 950

Focusing you for success !

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