

Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

W: chameleon-training.co.uk E: justin@chameleon-training.co.uk M: 07877 883023

Working smarter, not harder

Justin Smith

Chameleon Consultancy and Training

Justin@chameleon-training.co.uk

www.chameleon-training.co.uk

Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

Working smarter, not harder

‘You can’t add time.
But you can repurpose
it.’





Our Time Thieves

Arrest our time thieves, lock them up and sentence them to solitary confinement!

Every day, they gang up on you and work to take some of that precious time away from productive use.

Dr D Wetmore, 'The Time Thieves'

Is this the worst one?!

Interruptions

'Can you just...?'

'Oh, just quickly...'

'Do you mind if...?'

'Quick question, ...?'

We accept it because we want to be liked.

We accept it because we want to help.

BUT

Who suffers the most?



Or this one..?!

Procrastination

- Putting off the tricky tasks
- The 'shuffling blues'



What about this one?

An untidy work environment

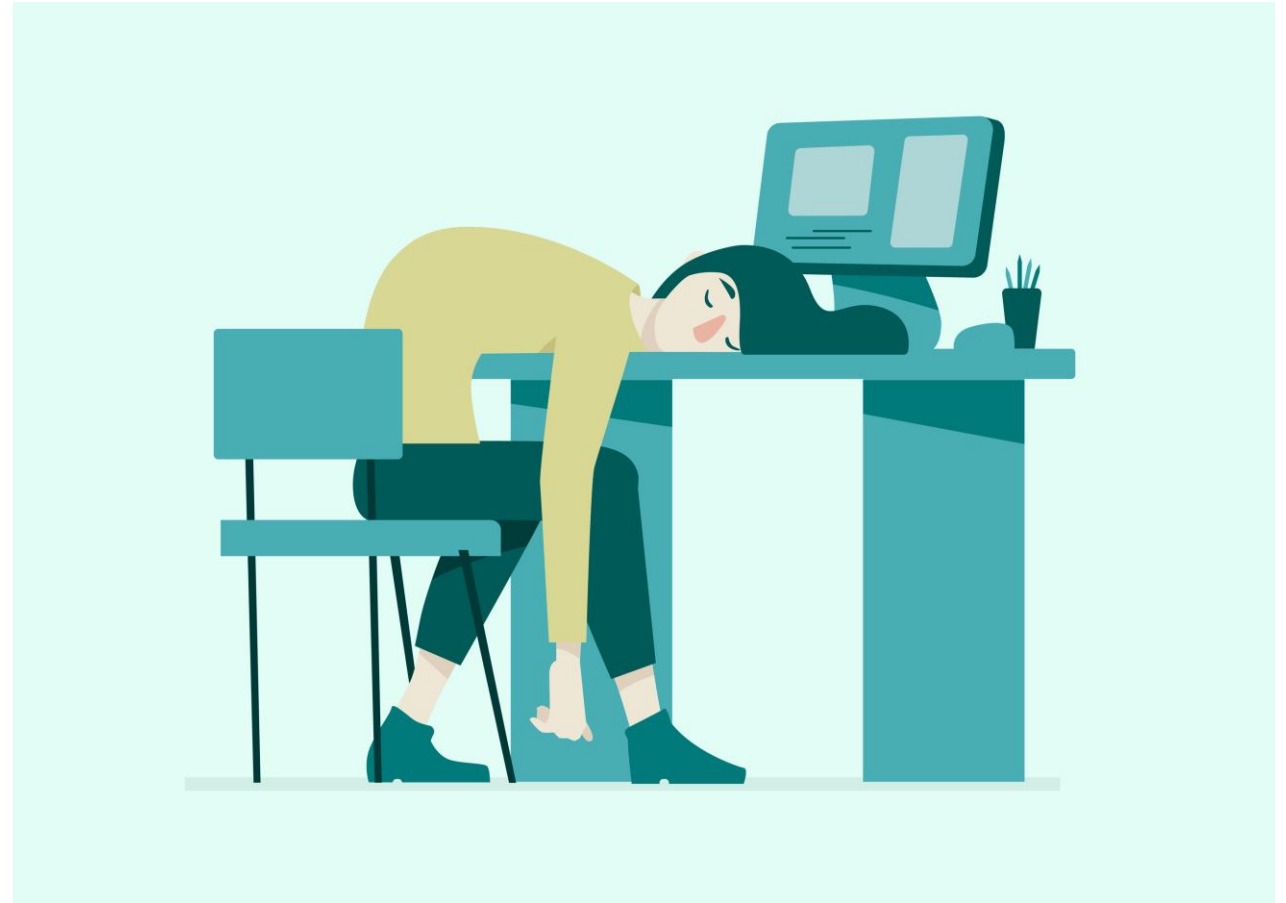
- Poor physical set up
(comfort/work within reach)
- Inefficient or failing technology



Or this..?

Bad attitude and negative people

- Radiators vs Drains
- Starting the day positively
- Negativity = procrastination and stagnation



Tackling the Thieves



What are our top 3 Time Thieves?

What solutions can we come up with?

Be creative but realistic. Try to solve these issues we all face!

What can we do about it?

Some strategies to try:

Timeboxing/Timeblocking - reserve time in calendar for specific tasks.

Pomodoro Technique - 25min focused on a task, 5 min break. Repeat 3 times, then longer 20-30 min break.

Eating the Frog – tackle big or complex tasks first. Get them out of the way, don't procrastinate and delay!

or

Pareto Principle – 80/20 rule – spend 20% of your time tackling 80% of your workload, quickly!





Parkinson's Law states that..

‘Work expands so as to fill the time available for its completion.’

Parkinson's law is not a scientific principle. Instead, it is an observation of a phenomenon that many people have experienced.

What can we do about it?

Some quick wins:

- ✓ **Prioritise** workload and organise workspace
- ✓ **Snooze notifications** – avoid distractions
- ✓ Learn to say **“NO!”** (politely but firmly)
- ✓ **Multitasking is a myth** – it burns energy and time
- ✓ **Group similar tasks** together, in batches
- ✓ Take a **break**



How about this exercise?

£25/£50/£100 = *time is money!*

- 1 - **Record all activities** for 2 weeks (free tracking apps like Toggl Track may help)
- 2 - **Set up a spreadsheet** with three columns – one each for £25, £50 and £100
- 3 - **Place each task** in the appropriate column.
- 4 - **What have we learnt?** How much time are we spending on these?

Can we :

Delegate or offer a CPD opportunity?

Remove? Batch together?

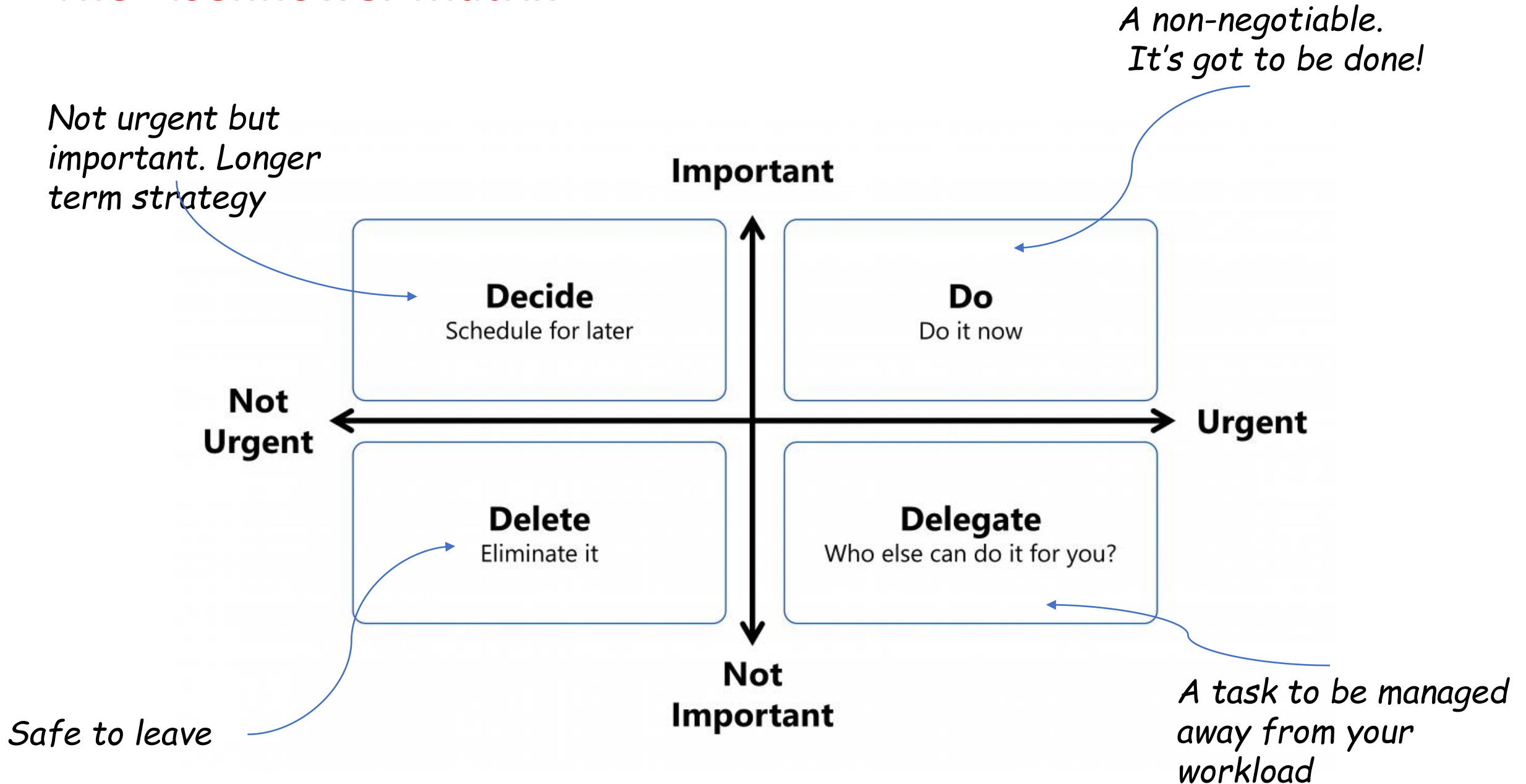
New tools? New processes?



For example....

£25 per hour	£50 per hour	£100 per hour
Research potential suppliers for new playground project	Meeting with ICT team to agree integration programme for new MIS system	Working on school improvement plan
Email Governors with copies of meeting minutes	Teams call with MAT Operations Team leads	SLT meeting and presentation on site development strategy
Raise PO's and invoices		
Photocopy/issue agenda for team meeting		

The Eisenhower Matrix



£86,400

Imagine you receive £86,400 every day
But you can't bank it or spend it tomorrow
The money that's unspent simply disappears

What would you do?

What's your plan to maximise your daily allowance?

'Every second counts'



*Thank
you!*

Chameleon

CONSULTANCY & TRAINING

ADAPT • EVOLVE • SUCCEED

W: chameleon-training.co.uk E: justin@chameleon-training.co.uk M: 07877 883023