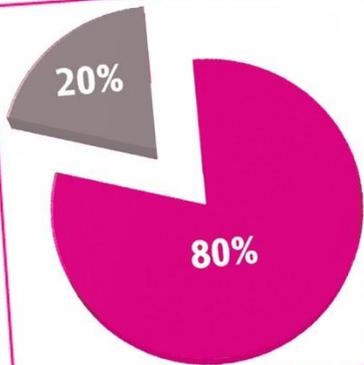
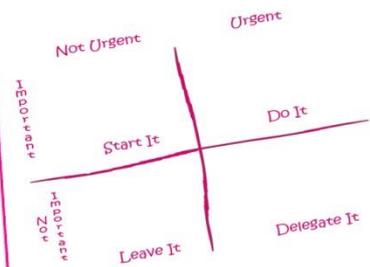


# Time Management Techniques



your 25th hour in the day!

your 25th hour in the day!

## Time management tips from Pink Spaghetti!



There are never enough hours in the day, and whilst you could delegate all your tasks to a Pink Spaghetti PA, we thought we would share quick wins, great systems and time management techniques, to help your everyday life.

### Quick wins

When searching on the web, use your space bar to go up and down the search results – it's quicker than the scroll bar.

When filling in forms, choose your county or country name by typing the first two letters. This works with dates too.

Use Control and + to increase text size on the web quickly.

When typing on mobile devices, double tap space to get a full stop and capital letter.

Use the Google search bar for currency conversions, flight arrival details, percentage calculators, dictionary definitions and more.



On Google use the microphone option to speak your instructions.  
When typing, double click to highlight a word, triple click to highlight a paragraph.

### The real time savers

By using the techniques below, the average user can save a working week a year – how many do you use?

On Word, Excel and Outlook, use the quick access toolbar for all your frequent commands. For example, new document, print preview, save and many more.

Use email footers. These should not just have your logo and contact details, but your sign off and name, for example "Kind regards, Doris Smith".

For frequently sent email, set up an email template. Whole emails, including attachments, can be sent at the touch of a few buttons.

Use bookmarks for frequently used websites – set up your regularly used folders as favourites, so you can get to saved documents easily.

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## Systems and apps

With our varied workload, and small business customers, we have to look for the most efficient ways of doing things, which keep costs low. Here are the Pink Spaghetti favourites, which we could not live without.

Dropbox – for working on business documents with colleagues, or sharing your holiday photos with family, this tool works on your computer as well as on your mobile – so your documents come everywhere with you.

Xero – If you spend more than an hour a month on invoicing, chasing, and expenses, then we recommend Xero. A low cost, user friendly system to keep you in control of your finances.

Zoom – The ultimate time saver. This free video calling system is highly reliable, and allows screen sharing too. Cut down your mileage costs and meeting times by video calling instead.

### Top Tip

Use your mobile device wisely.

Turn off notifications you don't need, so the ones you do are really visible.

Use custom rings for important calls.

Set up night mode so you don't get disturbed, unless it is urgent.

Remove unused apps - keep your phone tidy.

## Email Management



OR



The ultimate in taking up our time, and interrupting our day. But how can you achieve the ultimate, inbox zero?

### Top Tip

Reduce interruptions

Switch off email, let your phone go to answerphone and avoid social media.

Allow 3 set times a day to deal with these.

Unsubscribe! Unless you actually read the content, or need it for later use, unsubscribe from most newsletters.

Review your inbox every night. Things that need to be actioned, put on a list for the following day. Things that need to be filed can be filed straight away. Delete anything you do not need.

Create folders for every subject so you can file effectively and find things easily.

Create rules for frequent emails. These will file themselves for you to view when you need them, and will save you making a decision every time they come in.

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## Lists

Use a list to clear your mind. Make a list at the end of the day, and hit the ground running the next day.

Have a list for everything, work, home, films to watch, presents to buy, ideas for holidays.

Use good old paper, or an app, whichever works for you, but stick to it!

We love ToDolst, Wunderlist and Remember the Milk. Share some lists with family members, and others with work colleagues.

For a range of paper lists, why not visit [www.printabletodolist.com](http://www.printabletodolist.com)!

We set up lists of birthdays so they come up annually, set reminders so we know when to buy presents, and others so we know to post the cards.

Set priorities and timescales and be realistic.

The key is not to prioritise what's on your schedule but to schedule your priorities.

Stephen Covey

## Top Tip

Complete important tasks first.

Each day, identify the two or three tasks that are the most crucial to complete, and do those first. Once you're done, the day has already been a success.

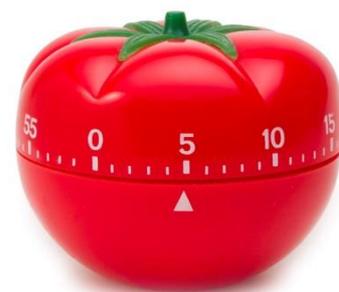
## Time Management Techniques

If everything is chaotic, and you don't know where to start, then try one of these techniques, and find which one works for you.

### The Pomodoro Technique

Focus on 25 minutes of work, then take a 5 minute break. Repeat this 4 times, and take a 15 minute break.

Following this allows you to keep your mind fresh and focussed on the task. Work like this for a week, to truly start to master it. There are free apps available on mobile devices to help you along.



your 25th hour in the day!

Jar



Time  
Life

Rocks



Priorities  
Important

Pebbles



Urgencies  
Small Tasks

Sand



Distractions  
Leisure

Small, unimportant tasks are attractive (sand). They are easy to complete, and are usually the most enjoyable. They can consume your day, leaving you no time to carry out the most important tasks (rocks). Every time you are faced with a large workload, remember:

Rocks first, pebbles second and if there is time, fill your jar with sand.

## Eat that Frog!



Designed to stop you procrastinating the big tasks, Mark Twain says "Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day".

Put simply, do your worst task first, the one you would normally put off. You do have a great feeling of accomplishment for the rest of the day.

Until we can manage  
time, we can manage  
nothing else.

Peter F Drucker

# your 25th hour in the day!

## Time Boxing

Time boxing is simply fixing a time period to work on a task or group of tasks.



If you are procrastinating a task, don't try to complete it, time box it – allow a set period to get some done.

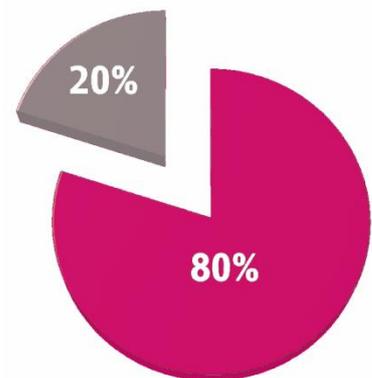
If you have a series of little, annoying tasks, set a time slot to get a number done.

Time boxing works if you are an expert in perfectionism. If you consistently carry on with tasks, redoing over and over, and wonder where all your time goes, then time boxing is for you – you set the deadline.

## Pareto Principle

Also known as the 80/20 rule, when applied to your daily life, the rule states that 20 percent of your activities will account for 80% of your life.

- 80% of results come from 20% of your efforts.
- If you have a to-do list, of ten items, 2 will turn out to be worth as much as the other 8 put together.
- 80% of your profits come from 20% of your customers.
- 80% of your sales come from 20% of your products.



So use this to work out which big projects you should spend your valuable time on.

## Top Tip

### Delegate

Outsource tasks that:

Are repetitive

You don't want to do

You don't know how to do

Do you have a favourite? Or some tips that we should know?

Email us at [help@pink-spaghetti.co.uk](mailto:help@pink-spaghetti.co.uk).

We **tackle everything** from the tedious to the complex.

We are experts at **organising, researching** and offering **practical help** and guidance. Our team has over **40 years of experience** in both key business roles, and running homes efficiently.

Our services are many and varied, and we always like hearing of new challenges. Our most popular services include:

#### Services for your home

- Utilities
- Party Planning
- Home Projects
- Organisation
- Holiday Searches
- Errand Running
- Special Events
- Shopping and Research
- Domestic Help

#### Services for your business

- Research
- Administration
- Marketing Support
- Organisation
- Social Media Management
- Social Media Training
- Free Business Listings

All work is carried out in line with our terms of business.



Help me with my business!



Help me to sort out my home!



Help me to get organised!