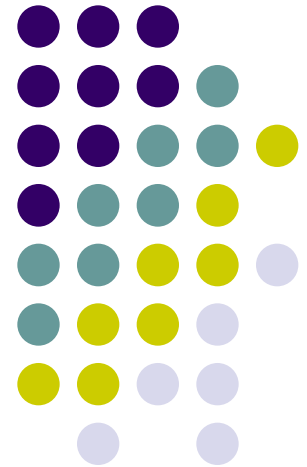


TIME MANAGEMENT

29 May 2009

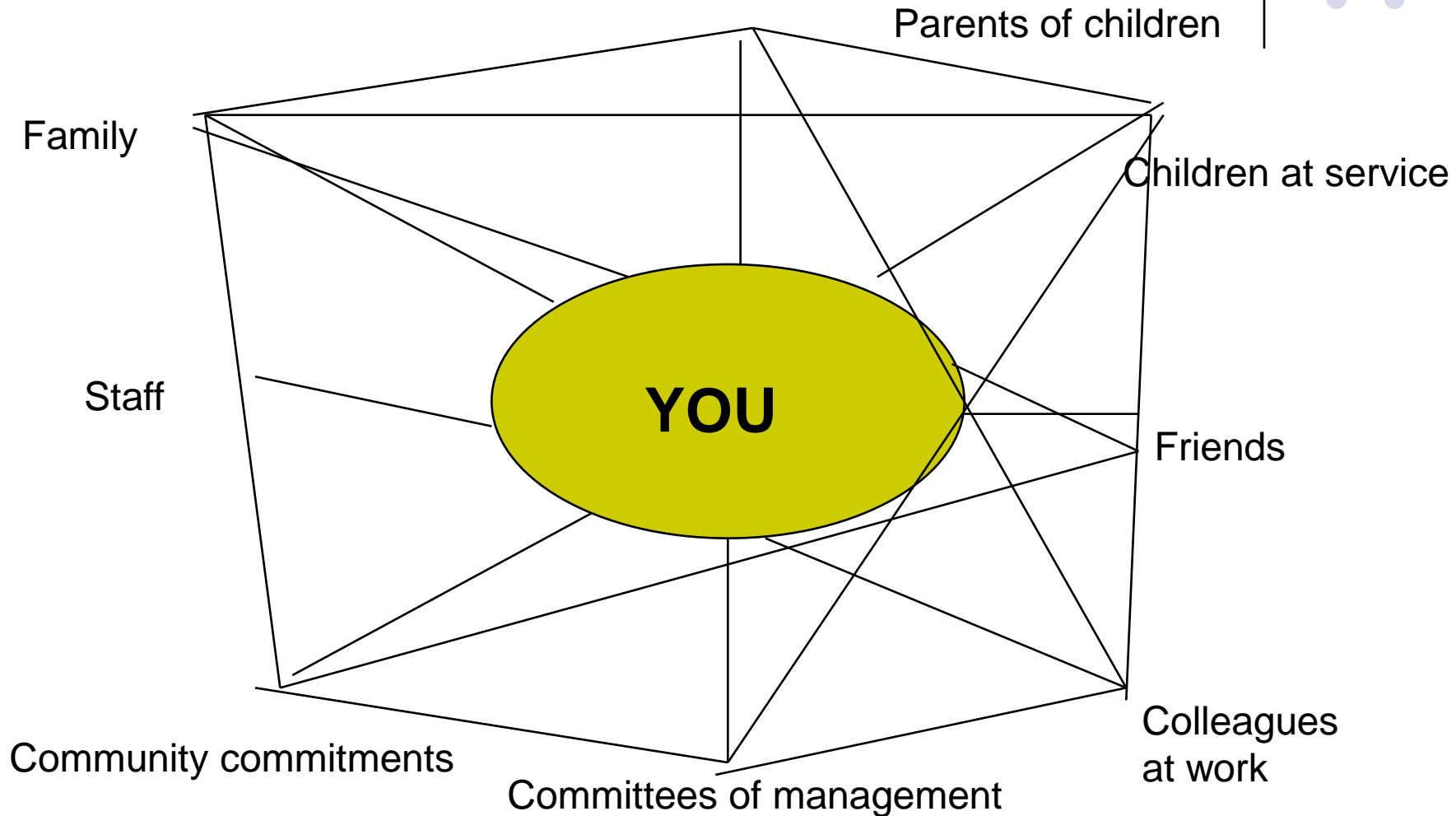
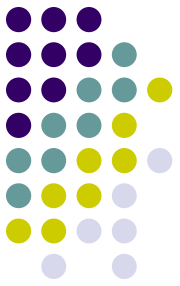
Louise Dorrat

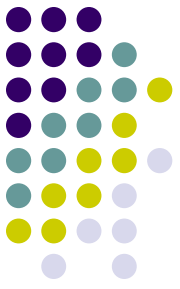
www.louisedorrat.com.au



"I love deadlines. I like the whooshing sound they make as they fly by." **Douglas Noel Adams**

Web of relationships





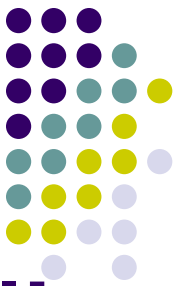
“I haven't got time.....”

For

- | The latest theories!!!!
- | Professional Connections!!!!
- | Learning about the Early Years framework!!!!
- | The new Regs and Legs!!!

‘I try to take 1 day at a time but lately several days have come at once’



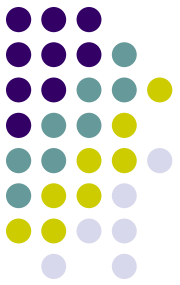


**There is only one you.
Look after yourself no-one else will!**



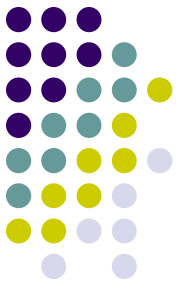
This is Louise Dorrat after she has processed the fees, dealt with a parent and balanced the budget

Sit back and listen to the 11 point solution



1. We can either:

- | Reduce the amount of time we spend on an activity or
- | Structure the environment to reduce the demands placed on us

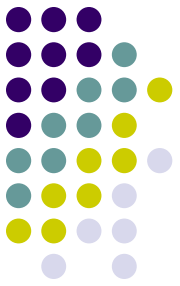


2. Being assertive

Say what you think or feel without putting the other person down

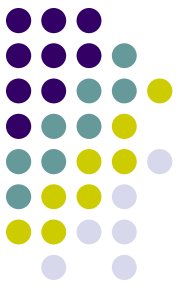
“No”





3. Prioritise

<p>A. Must do Important and urgent</p>	<p>B. Should do Important but not urgent <i>Don't let it become urgent</i></p>
<p>C. Could do Do you have to do it?</p>	<p>D. May never do For goodness sake get rid of it.</p>



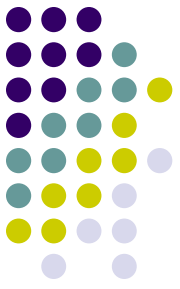
4. Grant me

The **serenity** to accept the things I cannot change

The **courage** to change the things that I can

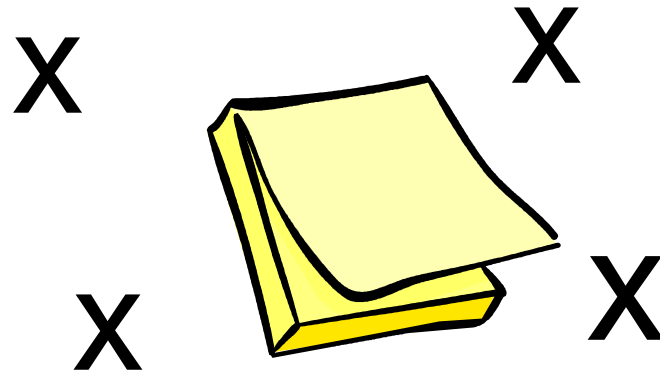
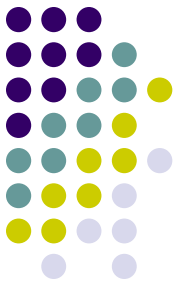
And the **wisdom** to know the difference.

5. Clear goals and objectives

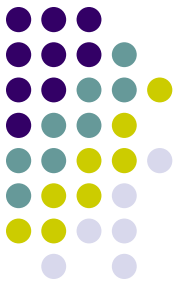


- | Writing down goals on paper
- | No vague goals, be SMART
- | Then work out steps/actions to get there

6. Never handle a piece of paper more than twice



Keep paperwork from accumulating
Louise Dorrat loves step files



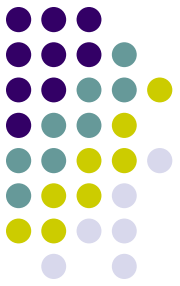
7. Delegate

“OOOHHHH but it wont be done right if I don't do it”

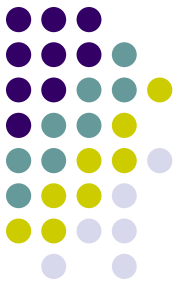
If you always do what you always did, you will always get what you always got

Who has monkeys on their backs?

8. Effective meetings



- Do you need one?
- For goodness sake,
START ON TIME and finish on time
- Shush that person up (politely)

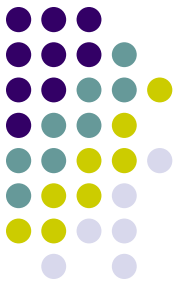


9. Diaries and calendars

Effective time management is a matter of personal discipline, diaries are a planning tool

- | Make your diary work for you...5 points

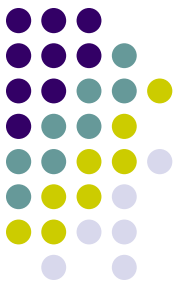
10. The Dog and Bone



1. Keep calls brief and to the point
2. Don't play ping pong on the phone
3. Use the thing



11. All work and no play make Jill and Jack dull people



| Exercise regularly

| Eat healthily

| Get plenty of sleep

| Laugh

