

Time management & priorities

Accord UK



Please remember to print this workbook
on both sides and in black and white!

Excercise 1: Identify barriers

In this table, think about, and list any current barriers in your work life in the left hand column.
In the right hand column, write down how you might solve them.

Barrier	Solutions



Exercise 2: Rank your rocks

Think about your tasks and categorise them according to rock size – big rocks (business critical tasks/long-term projects), small rocks (less critical tasks/short-term projects) or sand (less critical tasks/everyday tasks).

Big rocks	Small rocks	Sand



Exercise 3: True or false?

	True (T) False (F)
The importance of a task is governed by how long you think it might take	
A 'Do it' doesn't need to be completed straight away	
Most of your time should be spent in the 'Decide' quadrant	
The 4 overlapping D's are – Drop it, Delegate, Do it or Decide	
You should try to delegate tasks of high urgency/low importance	
Drop it tasks are often 'big rocks' that will help you achieve your long-term goals	



Exercise 4: Interruption obstructor

Which of the following are techniques that can help prevent interruptions?

Make a record of interruptions that have occurred over a 1-2 week time period	
Consider approximately how long each task might take	
Factor time for interruptions into your weekly plan	
Make a daily average of interruption time	
Prioritise your business critical tasks or rocks	
Accept that interruptions are bound to occur	



The Eisenhower's Matrix and the 4 D's

