May 2020
The Contemporary PA

MINI Time Management Toolkit

SIX STEPS

to
Time Management
Success

THE MAGIC HOUR

AKA the Shit Happens Hour.
Effective planning for the unforeseen.

FREE TEMPLATE BONUS

Printable planner included

HEY THERE!

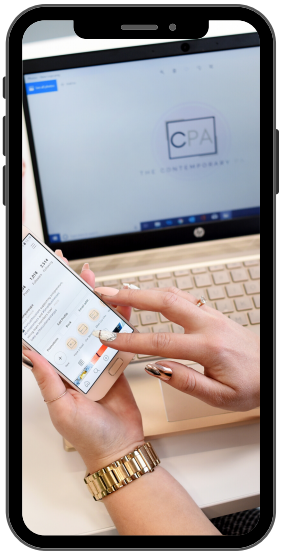
So, your're wanting to know the BIG secret for Time Management?

Having so much to do is fantastic for business but can sometimes be a little overwhelming. I for one currently work for 15 clients and oversee my VA team and their clients alongside so have to be super strict (as well as organised) when it comes to my time; AND let's not forget to mention the networking and marketing to drum up business, the Blog Space I run and the commitments outside of work.

I am beyond ecstatic to share with you The Contemporary PA's 'Mini Time Management Toolkit' filled with my favourite tips that will help you reach that goal of Time Management Success.
Are you ready? You're probably thinking "Yes! Hit me with it".

SIX STAGES TO TIME MANAGEMENT SUCCESS

BE REALISTIC



We all want to be a Superhero and be seen to be at the top of our game. We also want to make crazy amounts of money, that's why we're in business right?! However, as we all know, doing a smaller amount and getting it right is far better than doing a lot and doing it wrong.

Rushing through work which can lead to mistakes or not being able to meet our client's expectations or deadlines has a huge impact on business. It can totally destroy our reputation in minutes.

Yes, with the world of technology, we do have more than 8 hours in the day to work, but overworking does not mean you are more productive nor making more money. You are also risking missing out on life.

• Set your working hours and stick to them. This means making time for lunch and breaks and taking them! For workaholics and those that "JUST HAVE TOO MUCH TO DO" this is hard, but it does get easier and trust me, you'll see a change. You'll be happier, not ran down and you'll have more you time YAY!!!!

• Figure out what your working hours will actually allow you to achieve. How many clients can you work for in a week? How many projects can you take on? As I mentioned earlier, the temptation is always there and will be there to say YES to one more client and bring in more money, but really think of the impact this will have on you, your time and your business. NB. There is always another way!!! If you are fully booked, maybe it's time to expand. Are you using YOUR time wisely? Is there something you can ask the Junior to do, or hey I don't know - outsource?

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PLAN, PLAN, PLAN!!!

It's such an obvious tick box yet hardly any of us do it. At the end of each week, make time to plan for the next. Take a look at the work you have and create a schedule.

• Prioritise urgent work and any with deadlines looming.

• Include setting time to check your emails!! Emails can be a huge distraction particularly the ones that are "URGENT". Set half an hour (or however long you need) to check these first thing. Organise those which need attention right away and then those that don't – schedule them in to your plan!! Again, set some time aside to check at lunch and towards the end of the day. Don't be fooled by those URGENT emails coming in during the course of the day. We live in a world where we expect answers immediately and therefore as consumers, we demand that level of service. As a business owner, I say POLITELY "go away". If something is that urgent, they will phone.

You can of course also pre-empt any backlash from this by setting an automatic response to acknowledge the email and give a time frame of when they can expect a response. 48 hours is generally considered acceptable.

• Going back to point 1, BE REALISTIC. Don't only block out an hour for something that is going to take 2. It's better to block out extra time than not enough. Plus it's always such a buzz when you end the day early because you've done everything ahead of schedule.

HOW MANY DIARIES?

True question. How many diaries do you have? Myself, I have two phones both with calendars, one personal and one business, I have two laptops both with calendars; also one personal and one business. I have a personal email account and therefore diary, two business emails and therefore diaries, and one of those businesses I have my own email as well as a business email, and therefore diary. I have a hard diary I carry around... OK so I've lost count. My point is, we have so many ways of keeping track of our commitments, some we can access in a hurry with much more ease than others, that it's easy to double book ourselves.

The best solution; have ONE for both work and personal commitments. Use colour coding to differentiate, use rules to hide bits you don't want people to see if you allow others to have access, but make sure that your entire life is in ONE diary or calendar. I even ensure I book and schedule my personal time the way I do my work commitments, being realistic with how long it'll take. Be sure to include travel time. There is nothing worse than making an appointment out of the office to find out someone else has made one straight after, but an hour's drive away.

If you really really really have to use more than one device make sure the diaries are linked.

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I LOVE LOVE LOVE my alone time

This is one for all you Managers, Team Leaders or Mums with kids at home.
Make sure you schedule your alone time. Even if it's just an hour, this time is vital for you to know what's happening in your day and what needs your attention BEFORE you have to start dealing with everyone else's issues.

• Shut yourself away. If this means putting a DND sign on the door, do it.

• Switch your phone to divert, and MUTE those mobile phones. Oh yes, we can forget about these ones, but they are the biggest distraction, particularly if you're like me and you have a friend's group chat which is constant "FOMO"

• Make everyone aware that this is YOUR time. Be strict with it. Do not be tempted by any "but I don't know what to do" or again with the "It's urgent". Most of the time (there are exceptions of course) you are the EASIEST option. Of course you'll know the answer, that's why you're in charge. Allow and force other members of your team to take ownership of their work, this includes problem solving. It may sound harsh, but not only is it for your wellbeing and benefit, but actually, it will help and aid their development.

• Once you have prepared yourself, you are more equipped to lead your team and they can fill the rest of your day with queries.

SHIT HAPPENS!!!

This is my favourite. No one should be under the illusion that following every step in this Toolkit is a fail-safe way to create the perfect day with no surprises. Problems happen. Things go wrong. We all forget stuff.

PLAN for the unforeseen. Every day schedule a SHIT HAPPENS HOUR. If nothing goes wrong, fab, have a coffee. However, if you do get that little surprise that happens to us all, you have time to deal with it, or at least make a plan for the best way forward.

An hour isn't always going to be enough time to solve the problem, but it will at least provide you with the time to make a few phone calls, address the problem and find the resources you need to put it right.

STICK WITH IT

Like anything, this only works if you follow it. You need to take the time to invest in making it work. The planning stage is fundamental to the whole process as is learning to say NO. We all avoid this word like it makes us look bad but actually, it's all about setting boundaries for ourselves as much as others.

So there you have it, The Contemporary PA's hard and fast rules for Time Management success.

Thanks for stopping by and taking a look. If you want to keep in touch, why not follow our Social Pages. Stay Awesome!

Gemma, The Original Contemporary PA xx

EXAMPLE: Wednesday 28th March 2020

7AM — Gym

8AM

9AM — Alone Time!! DND - Deal with Emails

Call with Chris Hemsworth re New Movie

10AM — Schedule Social Media posts for Ryan Gosling

11AM — Meeting with Channing .T.
re Press Release for London Show

12PM

1PM — Emails

Lunch with the Girls

2PM — Update website for Disney

3PM

4PM — Shit Happens!!!! No Shit? COFFEE,
you've earned it!!!!!

PLAN PLAN PLAN!! What's on tomorrow?

5PM

6PM — Date Night

7PM

8PM

NOTES

Buy biscuits for CT meeting

Grab flowers on the way to lunch with the girls - Kirsty's Birthday!!!!

DATE:

7AM

8AM

9AM

10AM

11AM

12PM

1PM

2PM

3PM

4PM

5PM

6PM

7PM

8PM

NOTES

CPA
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