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Description automatically generated**Time Management – Check List**

Are you looking to get back in control of things, have time to work **on** as well as **in** your business, and have time for yourself? This checklist will walk you through how you can do exactly that.

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| **Action** | **Check** |
| 1. List all the roles that need to be undertaken in your business (for example in a bed and breakfast you will need, cleaning and cooking duties, guest check in and out, administration, strategy, sales, and marketing)  * How much time is needed to fulfil each of these each month? * What is the cost?   + Even where you intend to do these yourself, can your business support paying you – even the minimum wage and if not, how can you make your business sufficiently profitable to do so? If you’re not sure, check out our tips on profitability. |  |
| 1. Where do your strengths and passions lie and where would you be better outsourcing roles?  * This is not what you can do but what you love to do and find easy |  |
| 1. Who can you either delegate the other tasks to or  who can you employ to do them?  * Think outside of the box – this doesn’t have to be an actual employee; it can be a gig worker who charges by the hour or a specialist company that is on a retainer. Check out our HR sections for advice and inspiration. |  |
| 1. What are the priorities for the business? The **must** attend to; the **should** attend to; the **could** attend to (if you have the capacity) and things that are absolutely none of your business. |  |
| 1. What are your priorities – once you have delegated or outsourced the tasks that make sense, what are the things you **must** focus on, **should** focus on, **could** focus on if the capacity is there, will always say **no** to because it doesn’t serve your business. |  |
| 1. Have you turned your email notifications off and set aside blocks of time in your diary to check and respond to emails and phone messages? |  |
| 1. Have you recorded a voicemail message to let people know you’ll reply to their call shortly? |  |
| 1. Have you colour coded your diary to protect your priority work, important work, and contingency time? |  |
| 1. Have you set timers to allow yourself a 5-minute break in every 30 minutes to stretch your legs and hydrate? |  |
| 1. Are you recording unexpected problems that are still cropping up and eating into your focussed time?  * Are you carrying these into your must do focussed time block – allowing you to investigate the root cause of the problems and fix them?   + If you need any help with this last step, contact is at Business Lincolnshire, we’ll be pleased to help you. |  |