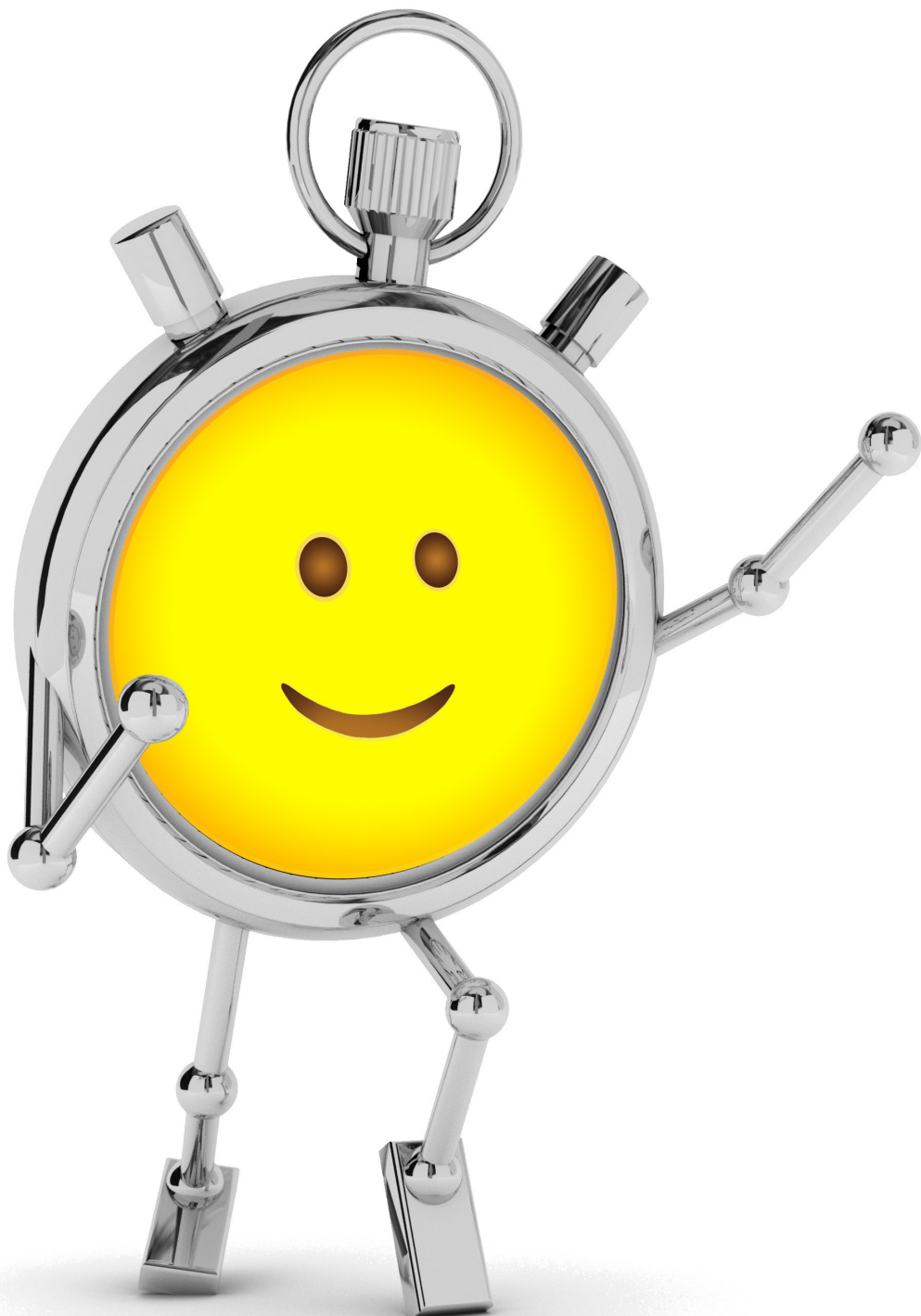


14 Time Management Templates

Use these time management templates to help you get more organised.



KRA's

1.

2.

3.

Top Tips

- KRA (Key Result Area) is a target for an individual.
- It is the responsibility of that individual to achieve those targets.
- If you cannot identify a SMART KRA/s you can only achieve 60% time management effectiveness.



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Daily To Do List

Date: _____

Priority	Actions	Timeboxing	Done?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
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			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Top Tips

- Have a plan each day, or someone else will!
- Timeboxing is adding how long the task will take, e.g. 20 minutes.
- Use 'ABC' to prioritise.
- If you struggle to focus use the **pomodoro technique**, which is a means of avoiding distractions.
- Use a verb to start each action.
- **Eat the frogs first** which means to do the big stuff first.
- No woolly mammoths - Break down large tasks into 3 smaller tasks.



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Projects List

Projects	Priority

Top Tips

- Each person has between 50 and 70 project of home and work, in their heads.
- Ensure that you assess your project list weekly to keep it 'alive'.
- Use the 'Priority' column to star your top 7 projects that will have the biggest positive impact on your KRA's.



Meeting Actions

Meeting (name & venue)	Meeting Date
Attendees (initials only)	Page No.
Objective (by the end we want to have achieved...)	

No.	What	Whom	When
1			
2			
3			
4			
5			
6			
7			

Top Tips

- Only put one person in the 'Whom' column.
- Ask 'How long have you got?' before you begin the meeting.
- Most people believe that 40% of meetings do not improve business performance.
- Ask yourself and others what you want to leave this meeting with.
- Most people believe meetings are poor because the output is not captured.
- Use these columns to capture who will do what when. Without these notes the action is only 10% likely to be done.
- The more specific you are in the 'What' column the more likely the action is to get completed.



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Waiting For List

What	Who	When

Top Tips

- Use 'Situational leadership' to delegate effectively.
- Delegate on results.
- Be specific when you delegate, 'I need a 12 slide presentation meeting these objectives to be emailed to me by 9am on 12th July 2016'.



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Distraction List

Top Tips

- Daydream at some points through the day? Harness the power of this state by using this template.
- Make sure to keep it on the desk in front of you at all times.
- When your mind wanders, embrace it, write it down and then return back to the present. 'The most successful people have the emptiest heads.'



Weekly Goals

Week Commencing:	
1	
2	
3	
4	
5	
6	
7	

Top Tips

- Those 'big things' that will make a significant impact on your priority projects and ultimately your KRA's.
- Those 'big things' that will make a significant impact on your priority projects.
- Imagine looking back at your week. How proud would you be if you had achieved all your goals?



Weekly Evaluation

Week Commencing:	
-------------------------	--

P	

M	

I	

Action:

Top Tips

- Use this Weekly Evaluation at the end of your week.
- Write 3 things that were Positive, Minus (Not so good) and Interesting about your week.
- In the 'Action:' section above write 1 thing that you will do differently next week with your time management, e.g. Schedule time in your week for projects.



Monthly Goals

Month:	
1	
2	
3	
4	
5	
6	
7	

Top Tips

- Identify what 'big things' you want to achieve this month.
- Those 'big things' that will make a significant impact on your priority projects.
- Imagine looking back at your month. How proud would you be if you had achieved all your goals?



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Monthly Evaluation

Month:	
--------	--

P	

M	

I	

Action:

Top Tips

- Use this Monthly evaluation at the end of your month.
- Write 3 things that were Positive, Minus and Interesting about your month.
- In the 'Action:' section above write 1 thing that you will do differently next month with your time management, e.g. Schedule time for the ABC project or team.



Annual Goals

Year:	
1	
2	
3	
4	
5	
6	
7	

Top Tips

- Identify what 'big things' you want to achieve this year.
- Those 'big things' that will make a significant impact on your life.
- Imagine looking back at your year. How proud would you be if you had achieved all your goals?



Annual Evaluation

Year:	
--------------	--

P	

M	

I	

Action:

Top Tips

- Use this Annual evaluation at the end of your year.
- Write 3 things that were Positive, Minus and Interesting about your year.
- In the 'Action:' section above write 1 thing that you will do differently next year with your time management, e.g. Set more realistic goals.



Some Day Maybe

Top Tips

- Capture on this template all your thoughts that are not urgent or important.
- Those things that you just want to put somewhere.
- Commit to assess this list once per month.



Project Template

MBM Project Template	Project Owner:
Title: <input style="width: 90%;" type="text"/>	<ul style="list-style-type: none"> • <Name> • <Project Status>

Objectives (Identifying the S.M.A.R.T. aims of your project):

- 1.
- 2.
- 3.

Start Date:	Anticipated end date:	Risks (Ranked in order and M.A.T.):	Communication (ARCI and Key):
Why (Reasons why you are doing this project & the impact of not doing it):	Scope (In, out & considered):		

Implementation						
	Phases (Group of actions)	Milestones (Result wanted)		Actions (One phase at a time)	Who	When w/c
P1		M1	1			
			2			
P2		M2	3			
			4			
P3		M3	5			
			6			
P4		M4	7			
			8			
P5		M5	9			
			10			
P6		M6	11			
			12			
P7		M7	13			
			14			

Ways of Working (Frequency and how):

Top Tips

- This template will help you to prepare and manage your important projects much better.
- Download the [project template](#) above.
- Understand the [7 reasons why projects fail](#).
- Watch these [1 minute videos](#) on how to manage projects better.



About Making Business Matter

We are the **training provider** to the UK grocery industry. We help suppliers to the big four supermarkets to develop the soft skills that will secure them more profitable wins.

Our trainers have worked on both sides of the fence and know the challenges of working with the big four supermarkets, plus we also know how they think and what their hot buttons are.

The problem suppliers to the big 4 face is that they are investing money in training but are not seeing a measurable return on investment. This is because most training companies do not understand the mindset of buyers from the big 4 supermarkets and the skills being learnt are not getting put into practice.

Our unique training method, **Sticky Learning**[®], ensures that your Learners are still using their new skills 5 months later, which enables us to guarantee a measurable return on your training investment.

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