

## **Effective Scheduling**

### **Planning to Make the Best Use of Your Time**

- Understand what you can realistically achieve with your time;
- Plan to make the best use of the time available;
- Leave enough time for things you absolutely must do;
- Preserve contingency time to handle 'the unexpected'; and
- Minimize stress by avoiding over-commitment to yourself and others.

To draw up an Action Plan, simply list the tasks that you need to carry out to achieve your goal. This is simple, but still very useful!

### **Prioritize**

### **Remembering To Do All Essential Jobs, In The Right Order**

Key points:

An Action Plan is a list of things that you need to do to achieve a goal. To use it, simply carry out each task in the list!

Long term/short term targets

Set goals

### **Preparing a To-Do List**

The solution is often simple:

- Write down the tasks that face you.
- If large, break them down into their component elements.
- If these still seem large, break them down again. Do this until you have listed everything that you have To-Do.
- Once you have done this, run through these jobs allocating priorities from A (very important) to F (unimportant).
- If too many tasks have a high priority, run through the list again and demote the less important ones. Once you have done this, rewrite the list in priority order.