

TIME MANAGEMENT

We encourage you to contact us at Shape Your Business on 1300 791 600 for further ideas and support in this area.

Action	Outcome	Person Responsible <i>(Make sure you involve others, if possible)</i>	To be done by <i>(Date of next SYB webinar, if possible)</i>
Check your own, and your team's, behaviour for signs of chronic excessive stress	A healthy, more efficient team	You and your team	
Set up a daily task scheduler that organises your tasks into Type 1, Type 2 and Type 3 tasks	To get the big picture clear and make sure that you and your team members allocate the right proportion of your time to the various tasks	You	
Apply SMART criteria to your business goals	Actionable and achievable business goals	You	
Develop Gantt charts and map the timelines for projects	Instant information on whether projects are tracking on time	You and your key team members	
Implement team brainstorming as a part of your process for developing business ideas	Increased team buy in and potentially valuable ideas	You and your key team members	
Assess yourself and team against the procrastinator diagnosis questionnaire	An awareness of whether or not you need to take steps to prevent procrastination	You and your team	
Assess yourself against the perfectionism diagnosis questionnaire	An awareness of whether you are spending too much time on less consequential tasks	You	