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Common Issues & Answers

TIME MANAGEMENT

Do It Now !

Doing it (telephone calls, filing, sorting, planning) now enables you to be better organized, to exercise greater control over the when, where and how of what you're doing, and to feel better about yourself and your performances.

**Act on an item the first time you touch it or read it.
Overcome procrastination, substitute good habits for bad.
Start with your desk and workplace, clean out everything.**

Do it once, build decisiveness into work habits.

Clear your minds, clean out clutter, prioritize carefully.

Solve problem while they're small.

Reduce interruptions.

Clean-up back logs.

Stop Worrying.

Feel better about yourself.

Build decision into work habits, take action now.

Organize, be orderly, be neat and clean by clearing out clutter.

Keep time logs, To Do Lists, A diary, a note book.

Delegate and communicate with staff.

Concentrate on the process of work and how it can be improved.

Set a weekly organizing time to develop a long-term flow of work under control.

Spend time each week planning for the next week and maintain your organized state.

Get filing up-to-date, back-up essential computer files, check supplies.

Reduce clutter

Keep a well detailed diary; this should store reminders of future tasks important deadlines, birthdays, holidays, address and telephone information block out time for schedule time.

Store receipts and other particular information in suitable envelopes or in a filing cabinet.