

Self Employment



Manage your time



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Managing your time...



What do
you mean?

“It’s your own time
you’re wasting...”

- Time is your most valuable resource
- Being able to prioritise
- Avoid stress!!

Managing your time...



Top tips

Know yourself

- What are your hopes, desires, passions & dreams?
- How does what you are doing contribute to these things?

Managing your time...




Top tips

Know yourself

- What are your patterns?
- What are your biggest distractions? Blocks?
- What is your best time of day? (be precious about it!!)

Managing your time...




Create
Structure

Structure your time

- Get a diary (& use it)
- Single task - one thing at a time
- Create a routine
- Time yourself
- Block out time to plan

Managing your time...

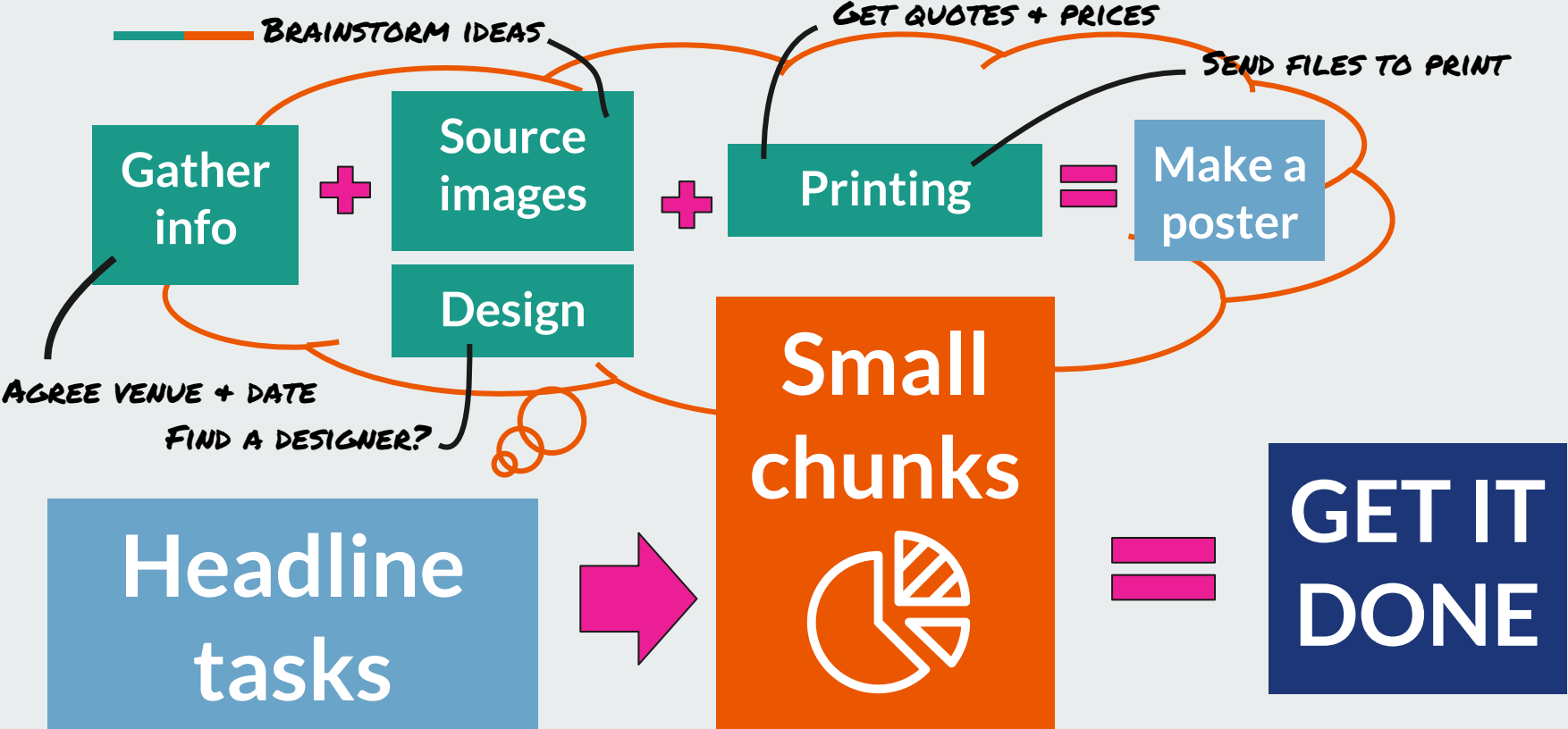


Create
Structure

Structure your tasks

- Break down each project into smaller & smaller tasks
- Work backwards (to plan out tasks)
- Put tasks in order
- Make a work plan

Making a work plan...



Managing your time...



**Learn to
prioritise**

You can't do everything

- Make deadlines for yourself (realistic)
- Learn how long things take
- Let go - don't obsess over unimportant details

Managing your time...



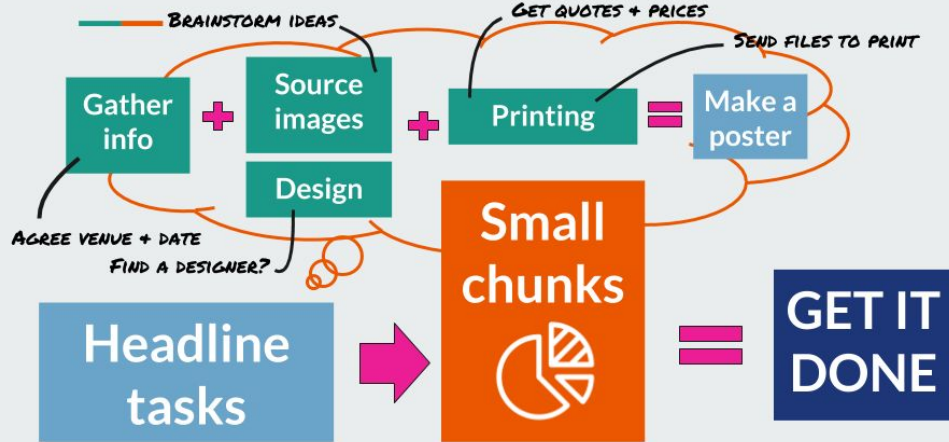
Learn to
prioritise

What to do first?

- Do the hard things first
- What needs most focus?
- Someone else's urgent or important isn't always yours
- What can wait?

Order the tasks ...

Making a work plan...

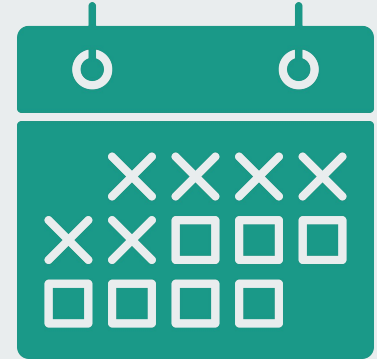
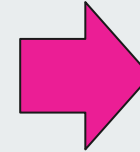
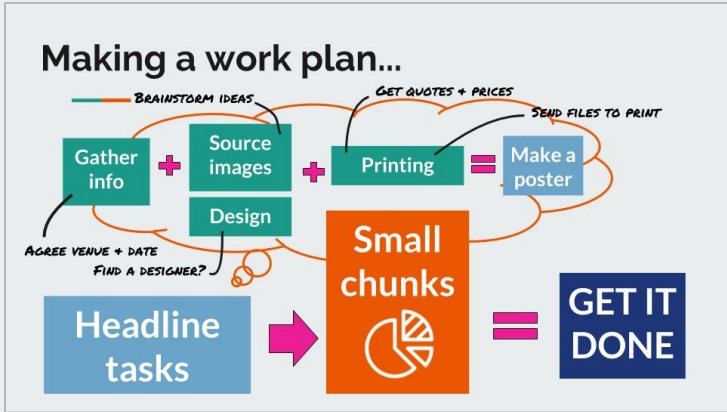


WORK PLAN / TASK LIST:

1. GET QUOTES + PRICES (FOR PRINTING)
2. AGREE VENUE + DATE
3. BRAINSTORM IDEAS (FOR POSTER IMAGES)
4. FIND A DESIGNER (+ HIRE)
5. **PROOF FINAL DESIGN**
6. SEND FILES TO PRINT

POSTER IS DELIVERED!!

Create structure...



→ Work out headline tasks & break down

→ Order the task list

→ Add each task to your diary / work plan

Managing your time...



**Avoid
distractions**

What distracts you?

- Turn off notifications - you decide when to engage (or not)
- Use a timer to focus
- Schedule email / social media time - only once a day...

Managing your time...



**Avoid
distractions**

What? Once a day?

- Check messages
- Reply to things now - don't leave them hanging
- Be concise - give details / set the date
- Phone people instead

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**Avoid
distractions**

What? Once a day?

- Then, close your email / social media
- Let other people know your new pattern & how to get urgent responses (when necessary)

Managing your time...



**Think
positive**

WYT-I-WYF

- Overcome fear (False Evidence Appearing Real) & worry
- Whatever you focus on becomes bigger
- Maintain momentum

Managing your time...



**Think
positive**

WYT-I-WYF

- Learn what keeps you motivated
- Keep a list - why am I doing this again?
- Make time to do things that make you feel good

Managing your time...



**Know
your limits**

Learn to say 'no'

- Opportunities present themselves all the time
- Use the self-care checklist
- Take breaks & time off

Managing your time...



**Know
your limits**

**Can someone else do
this better / quicker?**

- Pay someone else to do time-consuming things
- Pay someone else to do things outside of your skillset

Managing your time...



**Know
your limits**

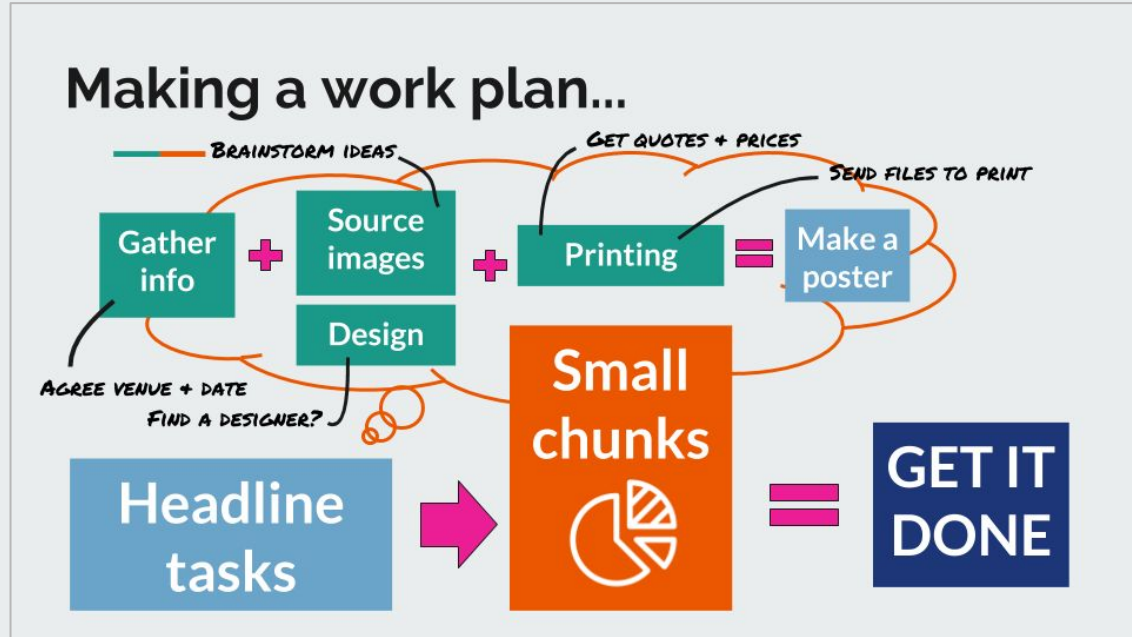
What can go wrong?

- Plan in extra time for every job
- Plan in extra time to each week / month
- If you don't need it this time, brilliant!!

Manage your time - OK, now, it's your turn...

Try out these ideas...

→ Use the work plan method to apply these ideas to your own projects



Making a work plan...

