

# TIME MANAGEMENT

## Pocketbook



A pocketful of tips,  
techniques and tools for  
those who want to make  
effective use of their  
business time

**Mike Clayton**



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# THE TIME MANAGEMENT POCKETBOOK

Mike Clayton

*Drawings by Phil Hailstone*

“A handy pocketbook guide packed with hints, tips and techniques that will help anyone who has ever struggled with ‘getting it all done’. A pick ‘n’ mix of tools and ideas presented in Mike’s engaging, easy-read style, this is one to have ready to hand in your desk, kitchen or workshop drawer.”

**Graeme Rees, Director, Trend Control Systems Ltd**

“In business and life, time is precious – this wonderful book will make sure you make the most of it.”

**Paul Griffiths, Head of Operations, Mary Rose Trust**



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Time is more valuable than any resource, executive busyness, initiative overload, investment in resources, leadership leverage, strategic responsibilities, time budget, organisational time, the gift of time, the nature of time



## AUTHOR'S FOREWORD

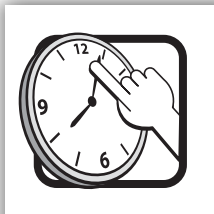
There are no original ideas in Time Management; just original ways of expressing them. It is a privilege to be asked to create an all-new Time Management Pocketbook after five editions of such a worthy predecessor.

You won't find any disagreement from me with the ideas Ian Fleming put into his Time Management Pocketbook. What you will find is a different emphasis, and new ways of expressing the ideas, which I hope will resonate with you.

Many of the tools and models are my own. But I also want to acknowledge that much of the best thinking about how to help you manage your time has been done by a series of writers and trainers who each have their preferred method. Which one will work best for you, I cannot know.

So I have presented eight 'systems'. Where others have originated them, or made them their own in compelling descriptions, I can only say that if I misrepresent their ideas, the fault is mine alone, and solely due to my desire to encapsulate a big idea in a small space.





# TAKE CONTROL OF YOUR TIME



## TAKE CONTROL OF YOUR TIME

# YOU CANNOT MANAGE TIME... BUT YOU CAN CONTROL HOW YOU USE IT



The ticking of a clock.  
The passing of the days.  
The rhythm of weeks.  
The cycles of the moon.  
...and another year is gone.

What makes you think you can manage any of that? You cannot.

Yet many of us feel we need to pack more and more into each day. We need to get more done, check more messages, engage with more people on social media, give more time to our families, and make more of our lives.

Productivity is our mantra, and getting stuff done is our goal. And to do it, we need to manage our time. But we cannot.

All we can do is learn how to use the time that we have, as well as we can.



## TAKE CONTROL OF YOUR TIME

# USE YOUR TIME AS WELL AS YOU CAN



This book is about how to use your time as well as you can. It's in five sections.

**Section 1** will show you how to plan your time, to balance the advantages of feeling in control against the necessity of remaining flexible and able to adapt to changes.

**Section 2** deals with ways of working that will make you more productive. View each idea as a tweak that will help you get more out of each day.

**Section 3** tackles one of the biggest problems you face: the challenge of too much. Whether you have too much to do, too many messages and social media feeds, too many distractions, or a backlog of all of it, we have strategies to help you.

**Section 4** will save you time. So you don't have to read a load of other books, we've summarised eight of the most popular time management systems out there, for you.

**Section 5** introduces you to the idea of time as a strategic asset in your organisation. Without it, you'll achieve nothing, so what's the organisational perspective on time?



## TAKE CONTROL OF YOUR TIME

### THE BASIC PROCESS FOR USING YOUR TIME WELL



Planning your day, your week, or your month is a good thing.  
But an hour into the morning, when the phone rings...

There goes your plan.

So you need two things:

1. A plan that is simple and adaptable.
2. An approach to reviewing your plan when you need to.





## TAKE CONTROL OF YOUR TIME

### A SIMPLE & FLEXIBLE PLAN



There are four components to a simple, flexible plan for how to use your time.



#### **Goals**

First – you need to know what you want to achieve: your goals.



#### **Tasks**

Second – your plan must list what you need to do to achieve your goals: your tasks.



#### **Durations**

Third – estimate how long each task will take: your durations.



#### **Allocations**

Fourth – decide what time slot to fit each task into: your allocations.

#### **Goals – Tasks – Durations – Allocations... GTDA**

You can remember this acronym as telling you how to ***Get Things Done Adaptably***.