

# Time Management Action Plan

*A resource from IML ANZ's Foundations  
of Intentional Leadership course.*



# Tackling the enemy within

This 4-point interactive guide\* enables you to get the right work done at the right time.

“Tackling the enemy within” is one of six time management steps included in IML ANZ’s Foundations of Intentional Leadership course.

Managing your time successfully starts with tackling the enemy within – that is, learning to control your own efficiency and productivity so that you can become a master of working smarter, not harder. Test page why is this working now



“

*Time is the most valuable coin in your life. You and you alone will determine how that coin will be spent. Be careful that you do not let other people spend it for you.*

**- Carl Sandburg**

”

# 1. Review how you work



Before changing the way you use your time, it helps to reflect on your key activities. To help you review, ask yourself the questions below:



## People

Can you talk over the phone or via video call instead of sending an email? Is it a must for you to attend every meeting you are invited to?



## Systems

Can you improve the way you file important documents so that these are easier to locate? Can you set a 'do not disturb' status to indicate you are only available for urgent calls? Are you often 'task-hopping'? If so, can you practice focusing on one task at a time or breaking down large tasks into smaller ones?



## Environment

Do you complete important activities when you function best? Will a change of location (to a different part of the office or home) help to refresh your mind?

### Notes

---

---

---

---

---

---

---

---

---

---

---

---

## 2. Plan your work

Support your efforts to better manage your time with the help of the following checklist:

Have you used a diary or task management software to plan your work?

Have you mapped out your activities at least a week in advance?

Have you built 'slack time' into your schedule?

Have you got a back-up plan for contingency situations?

Have you scheduled in 'quality thinking time' (free from interruptions)?



# 3. Prioritise tasks



## What is an important task?

Important tasks are those which contribute to your long-term objectives. These include activities that directly affect your individual or business goals.



## What is an urgent task?

These are tasks that must be completed in a timely manner. For example, it might relate to a seasonal offer, it might be an emergency, or it might be a fix that must be completed due to impact on business operations.



## What about other tasks?

Plan time slots in advance for tasks which are important but not urgent. This will ensure you will have time to give them the attention they deserve and to complete successfully.

If a task is urgent but not important - requests from others, interruptions and distractions, for example, you should assess them carefully. You may be able to delegate them to others.

Tasks which are neither important nor urgent may be time wasters and you should try to exclude whenever possible.

Use this grid to help you categorise tasks according to how urgent and important (or otherwise) they are and to decide how to handle them:

### **Urgent and important tasks**

Do now:

- 
- 
- 
- 

### **Urgent and not Important tasks**

Delegate or reject:

- 
- 
- 
- 

### **Not urgent and important tasks**

Plan to do:

- 
- 
- 
- 

### **Not urgent and not important tasks**

Discard:

- 
- 
- 
-

# 4. Delegate tasks

Effective delegation will ensure you maximise your time and effort to tasks that only you have the expertise and authority to do. If you're finding it difficult to handover tasks to your staff, use the checklist below:

Have you provided an overview of what the task is and why it needs to be completed?

Have you explained why you selected the employee for the task?

Have you involved the employee in defining the work scope, setting the schedule, and deciding how to measure success?

Have you allowed for time for questions, and have you offered support?



# Found this resource helpful?

Our time management action plan was developed by our team of leadership experts who also design and facilitate IML ANZ's suite of renowned development courses. Together, we work to transform professionals like you into lifelong Intentional leaders.



## We are here to help!

Have a question about our programs?  
Want to explore tailored in-house  
opportunities? Interested in other  
learning and development offerings?  
Get in touch!

**AUS: 1300 661 061**

**NZ: 0508 465 269**

Or email us at

[corporate@managersandleaders.com.au](mailto:corporate@managersandleaders.com.au)