

SETTING YOUR DAILY/WEEKLY WORK PROGRAMME

Allocating your priorities for the best use of your working time.

Review your goals and targets at least monthly.

Set your work agenda on a weekly basis.

Based on evening or early morning review, set plans by priority for each day and review.

Communicate your schedule to your Manager and involve work colleagues (your regular contacts).

Identify the few critical tasks that contribute most to income. Give these clear and specific deadlines.

Check in with reportees at least weekly.

Plan calls to customers/suppliers in line with schedule.

Stick rigidly to start and finish times and planned breaks. It may take time to find the right rhythm.

Control the flow of calls on your mobile phone and do not let your phone dictate your activities.

Measure daily activity from value point, emails, phone calls made, projects initiated, business completed.

Set agendas and allot a specific time for all meetings and be sure to follow up with action plans.