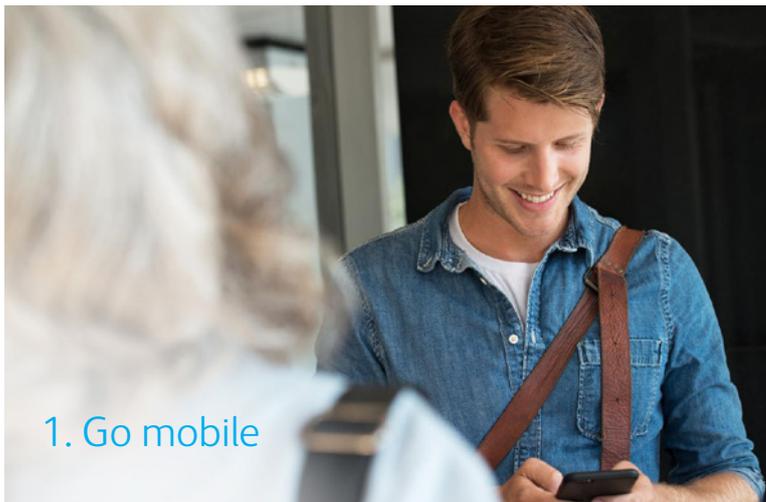


7 top tips to make more time



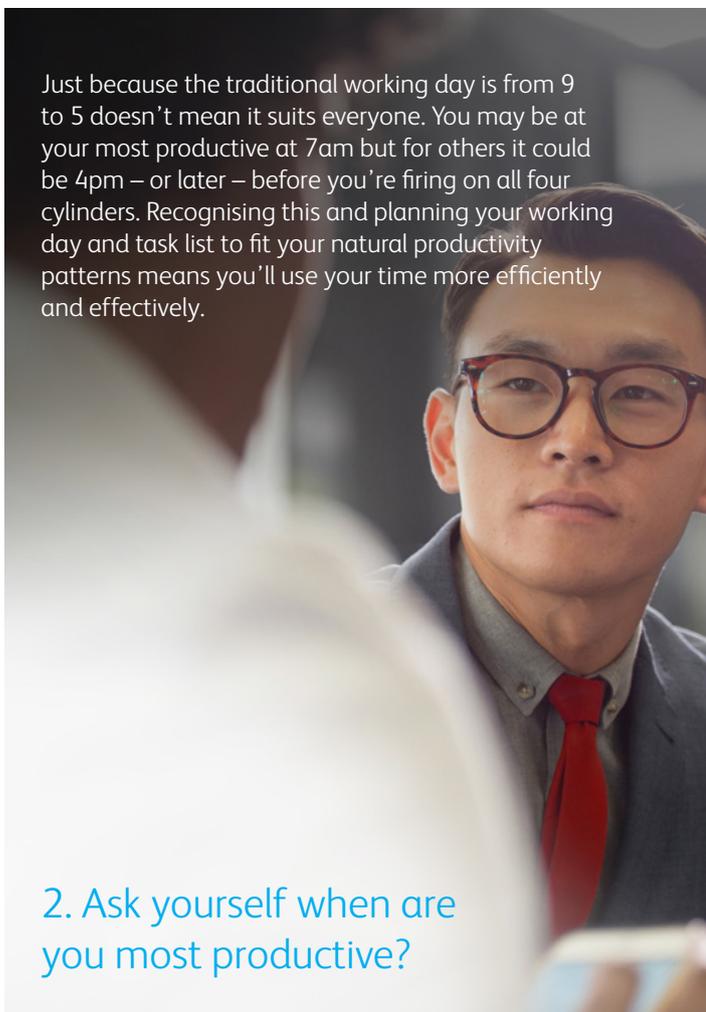
Time is money – and there never seems to be enough of it. How do you make more time for yourself, your work and your family?

Xerox business guru Julian Patel shares his top seven tips on how to save time and avoid distractions, suggestions for technology that may help and examples of working practices designed to put you firmly back in control of the clock.



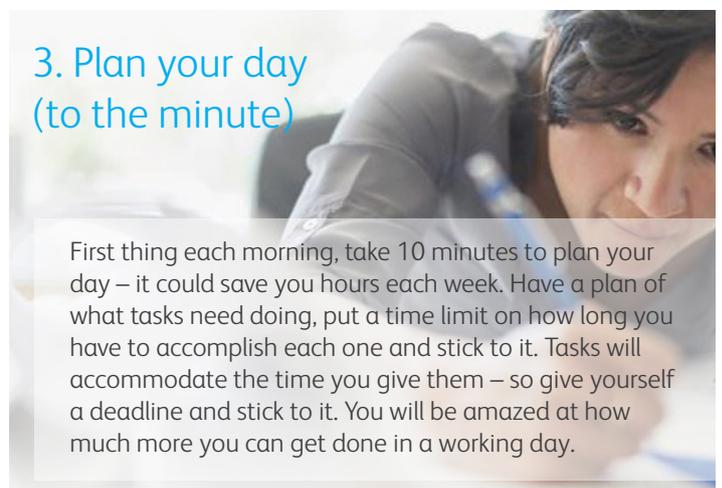
Smartphones give you the freedom to work anywhere and at any time. You're no longer tied to the office or your computer to manage your workload. And, now there's a whole array of business apps designed to help you be more productive and organised. Have a look for apps to speed up your expenses, manage invoicing and accounts, project collaboration tools, appointment scheduling, document sharing, holiday requests and more.

1. Go mobile



Just because the traditional working day is from 9 to 5 doesn't mean it suits everyone. You may be at your most productive at 7am but for others it could be 4pm – or later – before you're firing on all four cylinders. Recognising this and planning your working day and task list to fit your natural productivity patterns means you'll use your time more efficiently and effectively.

2. Ask yourself when are you most productive?



3. Plan your day (to the minute)

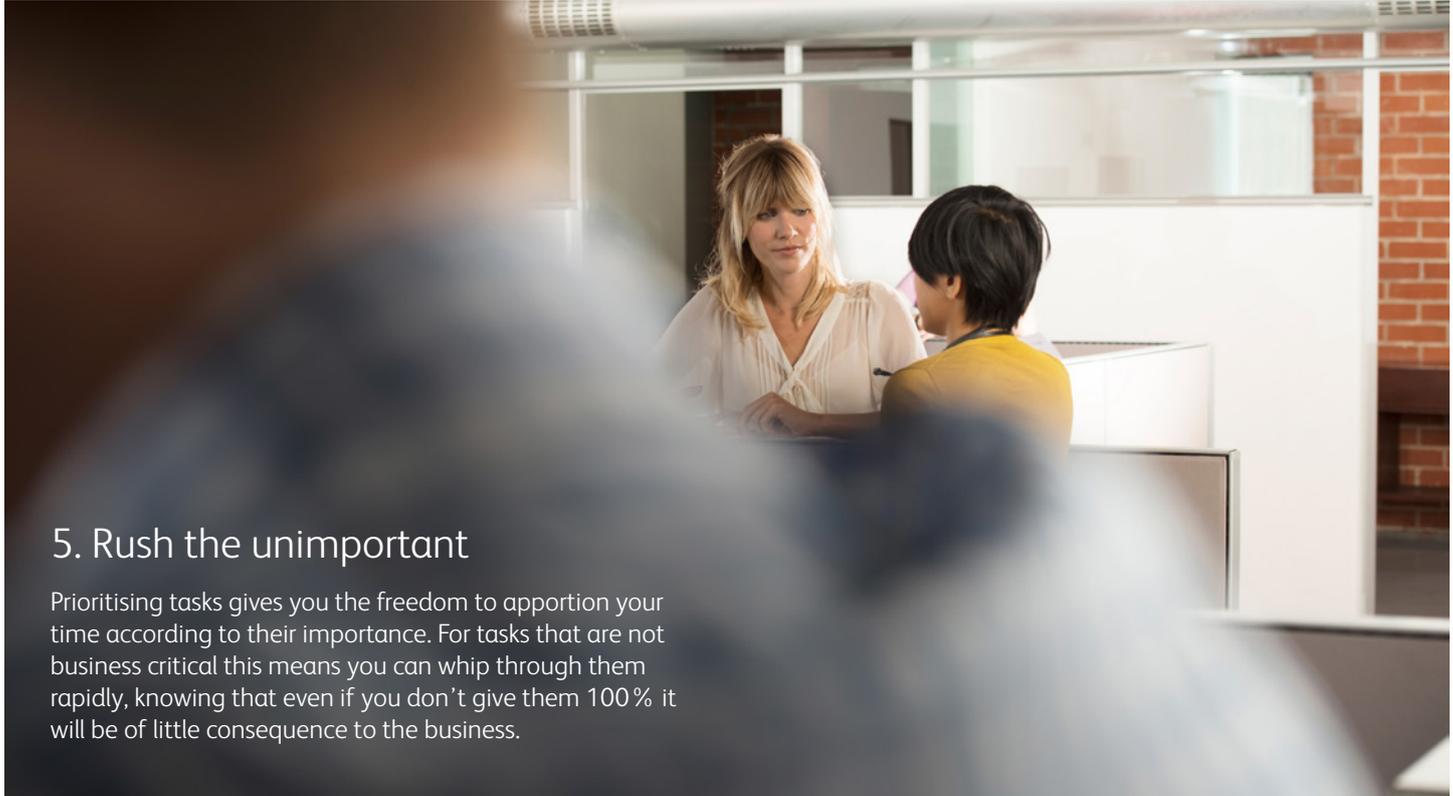
First thing each morning, take 10 minutes to plan your day – it could save you hours each week. Have a plan of what tasks need doing, put a time limit on how long you have to accomplish each one and stick to it. Tasks will accommodate the time you give them – so give yourself a deadline and stick to it. You will be amazed at how much more you can get done in a working day.



It's tempting to start with the tasks you like doing - the easiest, the most interesting, those that are fun – leaving the harder, more complex jobs for later. Try to rationalise what is most important to meet your goals and for your business and get these things underway first.

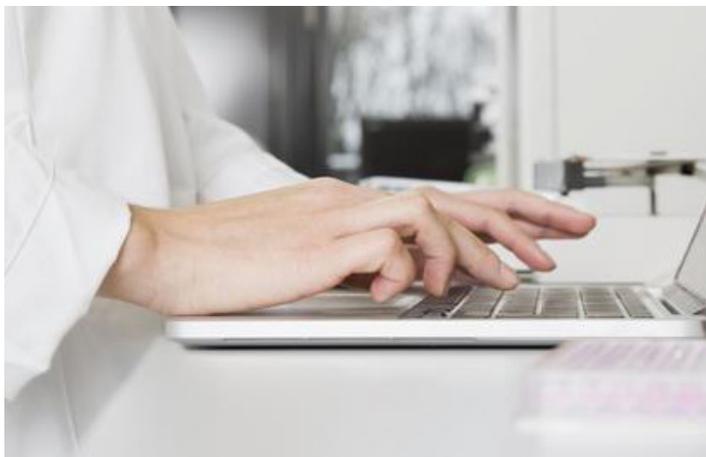
4. Do the most important tasks first

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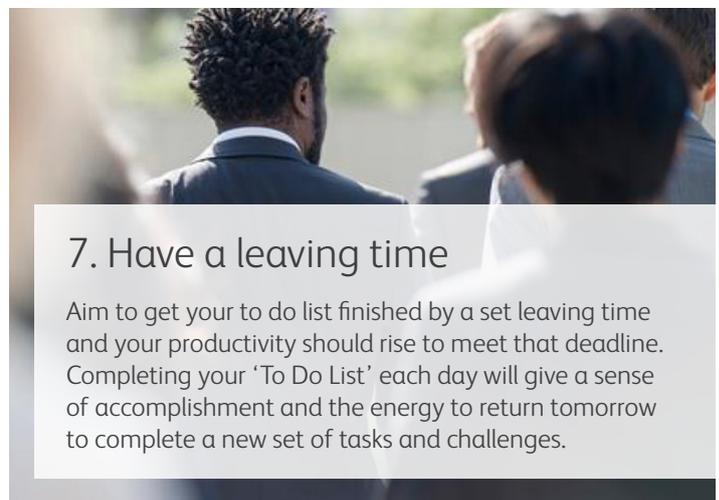
5. Rush the unimportant

Prioritising tasks gives you the freedom to apportion your time according to their importance. For tasks that are not business critical this means you can whip through them rapidly, knowing that even if you don't give them 100% it will be of little consequence to the business.



6. Avoid multi-tasking

Multi-tasking is something we all juggle with, but will it help you meet your goals? It's a false economy that often ends with revisiting work that is lacking because you didn't give it your full attention. Try checking your emails only 3 times a day and turn off the new email alerts to stop distractions. During scheduled tasks (especially those which are most important) log out of email and turn switch off your mobile. Constant interruptions to your concentration are the biggest time waster - bar none.



7. Have a leaving time

Aim to get your to do list finished by a set leaving time and your productivity should rise to meet that deadline. Completing your 'To Do List' each day will give a sense of accomplishment and the energy to return tomorrow to complete a new set of tasks and challenges.

Finally, don't panic! If you don't manage to complete all tasks in a day, simply adjust your plans the next one. Keep focused on what is important and must be done and, equally, what can be ditched. Ask for help in disseminating tasks if needs be and remember saying 'no' to requests is an option.