

Time Management - Bite-size1 Page Resource

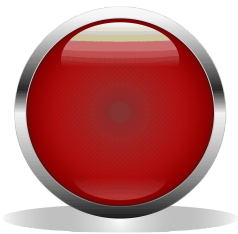
Prioritising by Task Intensity

Not every task is equal.

Some work requires high levels of focus and intense concentration, whilst other tasks can be completed with minimal attention.

Knowing the difference and organising your focus time accordingly can be incredibly valuable and result in getting more done in less time.

Use the Traffic Light system to help you work out what work needs maximum focus and minimum distraction, and then block out and protect that time strictly.



Work requires complete focus, concentration and minimal distraction

Identify your top three 'red' tasks/projects?



Less intense but still needs focus. Interruptions can be handled but need to be managed

Identify your top three 'amber' tasks/projects?



Low intensity, low cognitive load. Can be completed when socialising - distractions have minimal impact

Identify your top three 'green' tasks/projects?

Question:

How can you prioritise your red tasks?

Block out time (including time to get into and out of the focus state) - and protect it (turn off distractions, notifications, tell others you are unavailable, find a suitable location for this work).

Time Management - Check out the Self-Teach Video