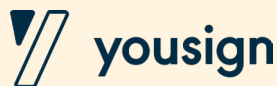


5 actionable tips to improve time management in the Workplace



Has your company entered a phase of accelerated growth? You are at a **decisive crossroads in the life of your business**. At this stage, having good, solid partners is not just an option: it's an obligation.

Problem: you will have to navigate through this important period, paying close attention to one particularly important criterion: **time-management**.

We know how difficult and sometimes frustrating this time can be. So we've put together some of our **best tips for managing your time effectively**.

Tip #1

Be S.M.A.R.T

Start by setting **quarterly goals**.

Each of these tasks should contribute to these overall goals. Good goals should follow the **S.M.A.R.T. methodology**.

According to this method, they should be:

Specific

simple, clear, precise, concise

Measurable

measured on concrete facts, monitored regularly

Temporal

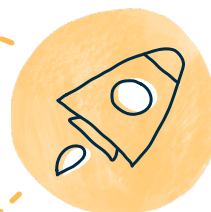
time-limited

Achievable

while being ambitious enough to make you want to surpass yourself

Realistic

should be about what you can do, not what you want to do



Tip #2

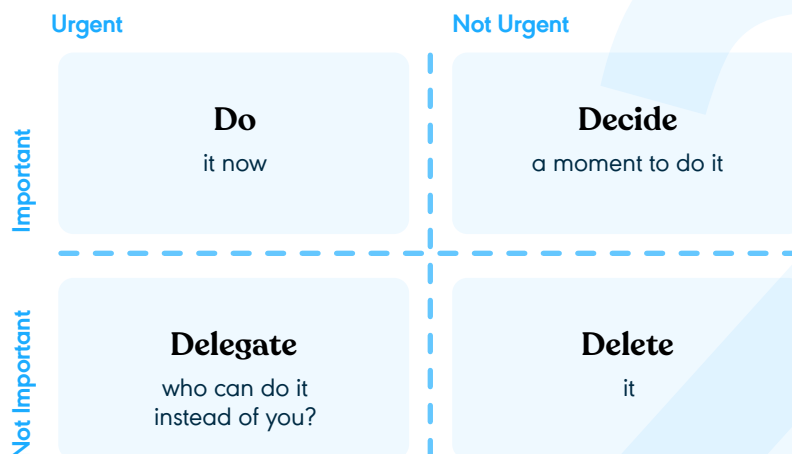
Enter the matrix

Example The Eisenhower Matrix
Objective Prioritize your to-do list

An office worker is **productive for about 3 hours a day**. Creating a time management matrix will allow you to delimit the essential from the trivial and to better prioritize your to-do list.

Organize it according to these 4 principles:

Do / Decide / Delegate / Delete.



Tip #3

Trust the tomatoes!

Organize your tasks and your time in regular time intervals.

Example The Pomodoro Technique

Objective Stay 100% focused on one task

- 1 Define the tasks to be completed during the day by breaking them down into **25-minute sessions**
- 2 Set a timer for 25 minutes
- 3 Work on this goal **in the allotted time**
- 4 Take a 5 minute break
- 5 Set a timer for 25 minutes
- 6 Every **4 sessions**, take 30 minute breaks.

Tip #4

Organize your time

The 60/20/20 rule

Objective Make better use of your time



Use 60% of your time on tasks that require your expertise, or those where your added value is indisputable.



Dedicate 20% of your time to pure planning: that is to say, to the resources needed to run your business properly.



Dedicate 20% of your time to the global strategy of the company: how to improve the global performance of the company, the user experience, or the pricing model.

Tip #5

Focus on the essential!

Automate.

Objective Offload low value-added tasks.

142 working days per year are devoted to **administrative tasks**.

Focus on the essential and automate your administrative tasks with:



CRMs
Salesforce,
Sellsy, Anaba, ...



Instant messaging tools
Slack, Skype, Microsoft
Teams, ...



ERPs
Sage,
Oracle, ...



Billing and accounting management tools
Payfit, Penny Lane, ...