In order to lead a brilliant project, you’ll need to dedicate time to it.

List all the things that you do in a week​

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Morning  |  |  |  |  |  |  |  |
| Afternoon |  |  |  |  |  |  |  |
| Evening  |  |  |  |  |  |  |  |

​

​Now draw a line through all of the not important, not urgent items on the list…​ Has some more time become available to you?​

​

When do you think you will have time for this project? Write in when you’ll be working on your project each week.

**Time management top tips**

Start each session with a plan​

Create a to-do list ​

Be realistic ​

Prioritise​

Learn to say no…​

Have a plan B​

Delegate​

Ask for help ​

Find time to recharge your batteries!