

Time Management



is the key to your success

“

FAVOUR ONABANJO:

**“DON'T EVEN THINK
OF THE FINAL
DESTINATION YET...”**

**JUST ENJOY THAT
YOU'RE GOING SOMEWHERE
AND IT'S UNDER YOUR CONTROL.**

”

I will like to speak to you about a topic that is very important to me and you as an entrepreneur. It is the key to success in anything you do.

It is TIME! TIME MANAGEMENT!

Time is precious, particularly when it comes to running a small business. Yet there are never more than 24 hours in a day. Some entrepreneurs respond to this fact of life with focus and purpose. Others freak out.

Are you in the latter group? You don't have to be. With the right approach, you can work efficiently, productively, and relatively stress-free.

We all have 24 hours in a day and 365 days in a year to use to our own advantage.

Some people have made millions of pounds within that 24 hours of a day. Some have saved a life, some have built great things, and some cannot account for anything at all.

How are you spending your time?

Forgive me, if I sound harsh. In order to be a successful entrepreneur, time management is key to everything you do. Even if you have millions of pounds to invest in a business. if you do not have a good plan in place, prioritising your activities, the business will be in chaos in a short while.

What is your time worth?

Ask yourself that question. Have you recently evaluated what you and your time are worth? What is 1 hour of your time worth?

If you are able to evaluate what your time is worth, then you will be able to spend your time in a productive way.

Evaluation and spending your time productively are one of the key elements to a successful entrepreneur.

Here are some Time Management principles to follow:

1) **Set a realistic goal for yourself with a timeline.** (Make sure you write them down and don't be too harsh on yourself.) List both short- and long-term goals. As a business owner, your daily plan should revolve around working on tasks and activities that directly relate to generating income and growing your business.

2) **Determine what is urgent and important** (learn to prioritise) and do the list in the order based on how important and urgent tasks are.

- **Important and urgent**— Tasks that must be done. Do them right away.
- **Important but not urgent**— Tasks that appear important, but upon closer examination aren't. Decide when to do them.
- **Urgent but not important**— Tasks that make the most “noise,” but when accomplished, have little or no lasting value. Delegate these if possible.
- **Not urgent and not important**— Low-priority stuff that offer the illusion of “being busy.” Do them later.

Write down your three or four “important and urgent” tasks that must be addressed today. As you complete each one, check it off your list. This will provide you with a sense of accomplishment and can motivate you to tackle the less essential items.

3) Don't over-promise more than you are sure you can achieve. (You cannot please everyone or be everywhere at the same time.) If you have to decline a request in order to attend to what's truly important and urgent, do not hesitate to do so.

4) Have a plan for your time and allow time for the unexpected. One of the worst things you can do is jump into the workday with no clear idea about what needs to get done. The time you spend thinking ahead and planning your activities is trivial compared with the time you'll lose jumping from one thing to the next (and rarely completing anything). Try one of these options:

- *The night before*— At the end of the day, take 15 minutes to clear your desk and put together a list of the next day's most pressing tasks. It's a great decompression technique, and you'll feel better sitting down at a clean desk in the morning.
- *First thing in the morning*— Arrive a few minutes early and assemble your prioritized to-do list. This may prove to be the most productive part of your day.

5) Handle things once. (Stop procrastinating.)

6) Develop a routine. (Put a process that will work for you in place and follow it through.)

7) Focus on one thing at a time. (Especially if the tasks are new to you.)



8) **Eliminate or minimise distractions.** (Get rid of time wasters) Track interruptions, particularly social media. Your smartphone is extremely useful, but it's also addictive and among the most insidious time-wasters known to mankind. Plan a break in the day to catch up on email, call people back, etc.

9) **Outsource tasks or delegate** – (Save your valuable time by paying for someone else to carry out the task for you.) You might find out that it is cheaper for you to do so.

10) **Leave time for fun and relaxation.** Be sure to get plenty of sleep and exercise. An alert mind is a high-functioning mind and one that's less tolerant of time-wasting activities.

About the Author

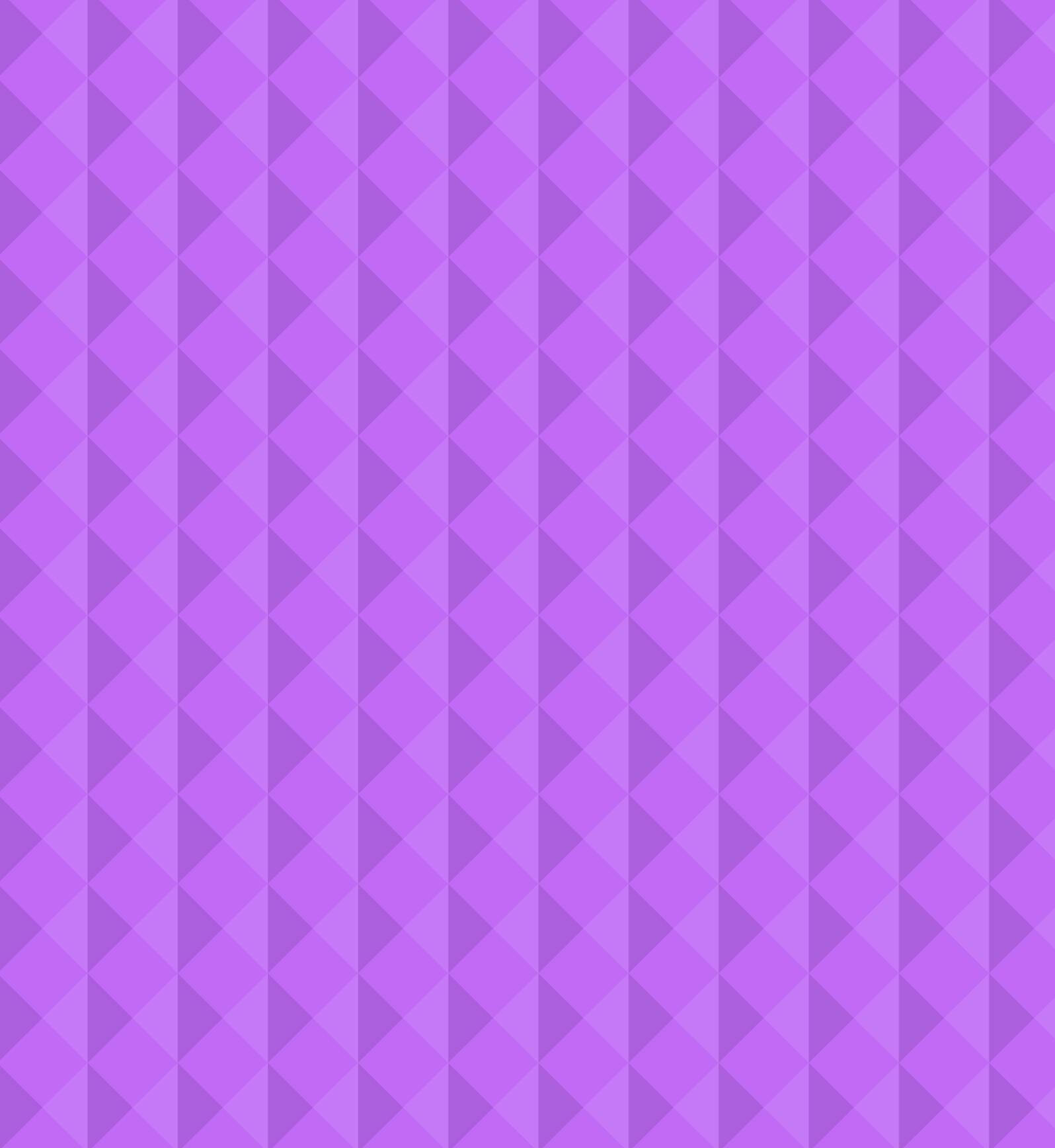


Favour Onabanjo is graduate of Banking and Finance. She believes one should invest in self-development. She is a full-time worker, mom and currently studying to qualify as a chartered accountant (ACCA) she is also an entrepreneur who engages with various women to bring the best out of them and helping them achieve their true purpose by:

- Help build on their skills and talent
- Offer Start-up and Business Support
- Organise Workshops and events
- Provide learning resources
- Provide 1-2-1 training and support

Favour knows that TIME is the most valuable asset that we all have. It is only by managing our time well, that any goal can be achieved.

Favour Onabanjo is the founder of TalentsBrand. She is passionate about helping other women to utilise their talents to become a unique service/product provider while creating a better community.



TALENTS BRAND

BRINGING THE BEST OUT OF YOU

www.talentsbrand.com

<https://www.facebook.com/absoluteU18>