

Time Management Tools

SMART goals and ABC time management

Set SMART goals

Specific: Explain the goal in detail, providing your employees a clear picture of what needs to be accomplished and why.

Measurable: Goals must be measurable in time, money, and resources. It'll help you keep track of progress made and motivate your team.

Achievable: Set achievable goals, but keep them challenging enough to push your team. This can boost employee engagement and productivity in the long run.

Relevant: Ensure that tasks are relevant to overarching goals and delegate tasks to the right people for maximum resource utilization.

Time-bound: Have clear deadlines and set priorities just for daily goals but also for long-term goals.

By following this method, SMART goals can be a great way to improve your team's productivity and efficiency.

What is the ABC method for time management?

The ABC time management method involves categorizing your tasks into labels 'A,' 'B,' and 'C' — the letter A includes the highest priority and urgent tasks, while 'C' has the least important tasks.

Here's a closer look at these labels:

An **A** item or task is any work that has to be completed with the utmost urgency, such as projects with deadlines.

Your **B** item is work that isn't necessarily associated with a deadline but needs to be completed when possible. These can include tasks like archiving completed projects.

Finally, the **C** item is the least important task in your schedule. Your C task is generally of little importance and should be completed when time is available.

Since your employees will typically have different times when they are most productive, it's best to categorize more important tasks in relation to employees' 'golden hours.'

1. Understand the importance of various tasks

It's essential to categorize your projects and tasks based on importance since different tasks may require varying amounts of time and resources.

These tasks can range from necessary business development to organizing an office get-together.

Understanding how each task is important can help you delegate tasks effectively, improve employee engagement, and provide consistent customer service.

2. Prioritize tasks and projects based on deadlines

When assigning projects, keep deadlines in mind, as last-minute assignments can lead to overworking.

If multiple projects are labeled as a B task, use numbers to prioritize them further. For example, if you have three B tasks, mark them as 'B1,' 'B2,' 'B3.' It means all the tasks are a priority, but in this case, 'B1' needs to be completed first.

3. Plan out every day

Daily plans for team members to understand what needs to be done and when. It'll help keep your workflow organized and improve task efficiency.

A daily schedule can provide an overview of work that needs to get done in a day. Similarly, the to-do task list can help you track individual tasks.

In this schedule, add break reminders so employees can take a breather and come back refreshed. This will help employees maintain a healthy work routine and avoid burnout.

4. Estimate time required for each task

It's essential to determine achievable time estimates for each project and task.

Wrong time estimates could negatively affect inter-team or client relations due to miscommunication and delays.

However, when dealing with new projects, it's better to overestimate how long the first few tasks will take. This gives your team enough time to learn and understand the best way to approach these tasks.

Moreover, it can help you give clients more accurate time estimates going forward.

5. Allocate time and resources diligently

Make sure enough resources and time are allocated to employees according to project requirements.

If employees don't have enough time or resources to complete their work, it can leave them feeling stressed and tired.

A good time management tip is to allocate 75% of your employees' work time towards completing assigned tasks and leave 25% for any unexpected situations such as a medical emergency.

Employees will feel less burdened since they aren't overloaded with work, positively affecting their overall productivity.