

Time management



Taking control of your time action plan

The 'My time self-assessment' available separately will have offered some insight into your strengths and areas that have potential for improvement. From your learning, use the grid below to capture actions that you can take to improve your time management.

Why not share and work through this action plan in a supervision session? Consider drawing on best practice discussions during networking meetings with other registered managers or discussing your plan with your manager.

Action	Priority	What's involved?	What support/resources do I need?	Target date
Time management techniques				
Prioritising work and tackling procrastination				

Protecting time					
Delegating to others					
Using technology to save time					
Other					

Further information and advice about time management is available from www.skillsforcare.org.uk/time