



Overcoming barriers to managing your time

It's easy for things to get in the way of our best efforts to manage our time. Undoubtedly, you will not have just thought of the things you want to change today. They will have been something that you've been aware of, and perhaps frustrated about, for some time. Yet you haven't made the change yet.

What's stopping you, or could stop you, from achieving that – your goals, your ideal?

Commonly these will include things like inefficiency, overwhelm, interruptions, lack of prioritising, and not setting limits. Coaching can help you deal with each of these challenges and learn to get on top of things, lower your stress and take charge of your time.

Efficiency

In one-to-one coaching you will discover what factors contribute to any inefficiency and how to work smarter rather than harder – so you achieve more in less time. You will learn how to set systems and routines for dealing with things in the smartest way possible and how to help you focus better and feel energised so you find it easier to cope with all your demands.

Overwhelm

When we have a huge list of responsibilities and demands, it's easy to feel overwhelmed. Coaching will help you look at your workload and how you are dealing with it. You'll discover ways to reduce your feelings of overload, how to work more efficiently and how to effectively reduce the amount of things you deal with. You'll also find out how to prevent tasks becoming too onerous and how to deal with any backlogs you already have. You can even discover how to use your 'to do' list so it works for you rather than simply providing another reminder of all the things you haven't achieved.

Interruptions

Even perfectly formed plans can be disrupted by unexpected events. If this affects you, coaching will help you minimise the impact of those interruptions and take better control of your time so you can maintain your focus and achieve the things you want to achieve. It will also help you recognise how you contribute to your interruptions and give you strategies for dealing with this.

Prioritising

Coaching will help you identify what to deal with first. Once you're in control of your time, you'll be able to stop rushing around chasing 'urgent' deadlines and instead find time to deal with the things that are important to you. This is easy to establish if you've started from your goals – the things that are really important for you to achieve – and learn how to change your goals from aspirations to reality through setting in place a simple but effective action plan.

Setting limits

This is all about knowing when to stop and when to say 'no'. Coaching will help you take control of your time through recognising your limits, learn how to respond to your needs, and how to say 'no' whilst still holding onto your self-respect and the respect of the people around you.

Learn these things and you can lower your stress and feel in control of your time and your life again.

To find out more about how coaching can help you take control, contact Elizabeth Juffs on 0115 925 2552 (+44 115 925 2552 outside UK) or email her at elizabeth@elizabethjuffs.co.uk to arrange your free consultation.