

BRAIN BASED TIME MANAGEMENT

As we learn more about human behaviour through our increasing understanding of the brain, we need to be ready to rethink some of our approaches to how we approach time management.

WHO IS IN CONTROL?

Make appointments with yourself in order to focus and get your own work done

MONO TASK ONLY

Only do one thing at a time. Our brain is not wired to multitask. When we attempt to multitask, it takes longer, the quality of our work decreases and our stress levels increase.

DECLUTTER THE BRAIN

At various intervals throughout the day or week, stop and write down all the clutter in your head. The conscious mind can only pay attention to about four things at once. Nagging voices in your head compete in your brain for neural resources with the stuff you're actually trying to do, like getting your work done!

TAKE A BREAK

Take a break after 90 to 120 minutes of work. This allows the pre frontal cortex - that part involved in such functions as planning, decision making and emotional management to re-energise allowing you to focus better.

STOP THE POP-UPS

Computer screen pop-ups slow down your work. Although the actual interruption may only last a few seconds, studies show it can take up to 21 minutes to regain focus after interruptions. Close down programs not being used.

EMAIL MANAGEMENT

Schedule blocks of time to check emails 2 to 3 times a day depending on volume. If it can be addressed immediately do so, if it will take longer than 5 minutes add it to the To Do List

TO DO LIST

Consider paper rather than electronic to do lists. The computer is that place where everything is done. The brain pays attention to difference and a go to place can be index cards, notebook, or paper and pencil list.

PLANNING TIME

Allocate time in your day to plan and prioritise. Tackle challenging tasks while the brain has all its capacity online.



Unconscious
Potential®

Engineering Human Excellence