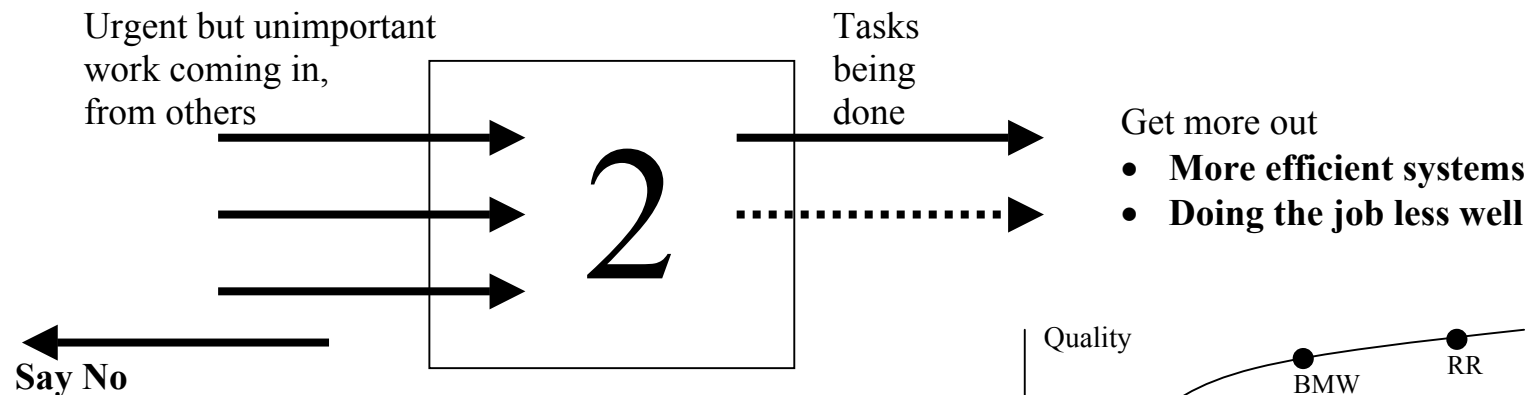


Reducing the time spent on unimportant tasks



Negotiate

- Yes but later
- Yes but only half an hour
- Part of job
- Need resources or help from them
- Quality of job (e.g. level of detail)

Say No or Negotiate with:

- Interruptions
- Meetings
- Other Timewasters

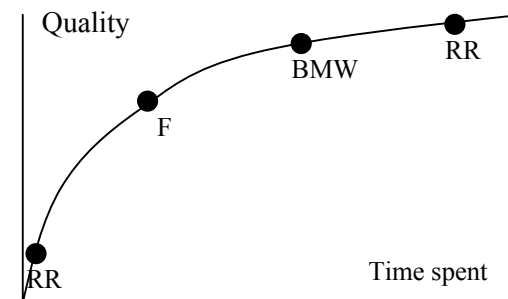
Say Yes and then not do it?

Not recommended because...

- Boss
- Customer
- Organisation
- Yourself!

Delegate

- Routine jobs
- Routinise as much as possible
- Parts of jobs
- Train people
- What if you had 3m off?



Be Perfect – too long on 2s

Hurry Up – prefer doing 2s (3s feel slow)

Please Others – can't say No to 2s without feeling guilty

