



Introduction

Do you find yourself thinking ‘I want to manage my time better, but I can never seem to find the time to do it?’

Being a registered manager is a very rewarding job, but it can, at times, be frustrating and all-consuming. You need to be dedicated, driven and compassionate, but also be able to step back to cope with the pressures of the position. It can be very difficult not to let your personal feelings affect some of the decisions that you have to make.

Control time, don't let it control you

So my advice to new managers is to manage your time well and try not to take things too personally.



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So my advice to new managers is to manage your time well and try not to take things too personally.

Emma Walton, Registered Manager, Elmsfield House Ltd

About time management

Why managing your time is crucial

Personal benefits of time management

Understanding your energy hotspots

Personal benefits of time management

From a personal perspective, time management is a key to success. It allows you to prioritize your tasks, reduce stress, and increase productivity. By effectively managing your time, you can achieve your goals more efficiently and have more time for yourself and your loved ones.



Understanding your energy hotspots

Energy hotspots are areas where energy is being used inefficiently. This can be due to a variety of factors, such as outdated equipment, poor insulation, or inefficient processes. Identifying these hotspots is the first step in reducing energy consumption and costs.

By identifying energy hotspots, you can take steps to improve energy efficiency and reduce your carbon footprint. This can be done through a variety of measures, such as upgrading equipment, improving insulation, and optimizing processes.

1. Assess energy usage: Conduct an energy audit to identify areas of high energy consumption.

Managing your time

From time wasters, to time
makers

Time management
techniques

Prioritising your work

Tackling procrastination

How to protect your time

From time wasters, to time makers

Molti di noi sono "time wasters". A causa di una serie di abitudini, spesso inconsuete, che ci fanno perdere tempo. A volte, anche senza che noi ce ne rendiamo conto, ci troviamo a essere "time wasters".

Per diventare "time makers", dobbiamo cambiare alcune delle nostre abitudini. In primo luogo, dobbiamo imparare a riconoscere le attività che ci fanno perdere tempo. Poi, dobbiamo imparare a gestire il nostro tempo in modo più efficace. Infine, dobbiamo imparare a dire "no" alle attività che non ci interessano o che non ci aiutano a raggiungere i nostri obiettivi.

Il tempo è una risorsa preziosa. Se lo gestiamo bene, possiamo fare molto di più. Se lo gestiamo male, possiamo perdere molte opportunità. È importante imparare a gestire il nostro tempo in modo efficace, per diventare "time makers" e non "time wasters".

Time management techniques

Setting clear objectives

Per gestire il tempo in modo efficace, è importante avere obiettivi chiari. Gli obiettivi devono essere specifici, misurabili, raggiungibili, rilevanti e temporizzati. Solo così possiamo sapere cosa vogliamo raggiungere e quanto tempo ci vuole per farlo.

The SMART model

S	M	A	R	T
<p>Specific</p> <p>Specifico</p> <p>Definire chiaramente l'obiettivo, specificando il che, il come, il dove, il quando e il da chi.</p>	<p>Measurable</p> <p>Misurabile</p> <p>Definire i criteri di misura dell'obiettivo, in modo da poterlo quantificare e misurare.</p>	<p>Achievable</p> <p>Raggiungibile</p> <p>Definire obiettivi realistici e raggiungibili, tenendo conto delle risorse disponibili e delle capacità personali.</p>	<p>Relevant</p> <p>Rilevante</p> <p>Definire obiettivi che siano pertinenti e significativi, e che contribuiscano al raggiungimento delle nostre aspirazioni e dei nostri scopi.</p>	<p>Timed</p> <p>Temporizzato</p> <p>Definire un termine di riferimento preciso e realistico per il raggiungimento dell'obiettivo.</p>

Grouping tasks together

There are four main areas of work that we do, and we are looking for people who can help us with these. We are looking for people who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

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General administration

People who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

Finance

People who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

Recruitment

People who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

Induction, learning and development

People who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

Community engagement

People who are interested in working with us and who can help us to improve our services. We are looking for people who are interested in working with us and who can help us to improve our services.

The Pomodoro technique

è P r e c i a i z i e c r e p r i
i e , r e r i . i i e r r i z i
- i e c k e p e - i e .

è c i e i e r r e p i e r c d i i e r p i
i r c i . e r i p r i c i p e c i e .

1. D c j e e k .
2. i e r r e i e (i e i i c i e c e r i i e e r r e r c e r i p e).
3. r e k .
4. E e r e i e r r i e e e p .
5. e r e i e e r e k i .
6. e r e p .
7. A e r p r c k i e , e e r e k .

r i r e c e z i i e i e e p e r e p r a c k r
i e , r e r i e , e p App e i e e p
i i e c i e .

Prioritising your work

Multi-tasking

M i- eki i e e r e p e r i

Tackling procrastination

Procrastination is a common problem that affects many people. It is the act of delaying or postponing tasks, often leading to stress and decreased productivity. There are several reasons why people procrastinate, such as lack of motivation, fear of failure, or feeling overwhelmed. To tackle procrastination, it is important to identify the underlying causes and develop strategies to overcome them. This may include setting clear goals, breaking tasks into smaller steps, and creating a structured schedule. Additionally, seeking support from friends or family can be helpful in staying motivated and accountable.

How to protect your time

Drains on our time

Be aware of the drains on your time.

1. Have you got a minute?

How does this drain your time?

It's easy to get caught up in the minutiae of the day. We often find ourselves being interrupted by colleagues, family, or the phone. This can be particularly true if we are in a meeting or on a call. We may find ourselves being pulled away from our work by a colleague who needs a quick word, or by a family member who needs something. This can be particularly true if we are in a meeting or on a call. We may find ourselves being pulled away from our work by a colleague who needs a quick word, or by a family member who needs something.

How to manage this

Be aware of the drains on your time. Try to identify the people and situations that are most likely to interrupt you. You can then take steps to minimize these interruptions. For example, you could set boundaries with colleagues and family members, or you could use a 'do not disturb' sign. You could also try to schedule your work in a way that allows you to take breaks and deal with interruptions more effectively.

2. Can we have a meeting?

How does this drain your time?

Meetings can be a significant drain on your time, especially if they are unnecessary or poorly organized. They can be particularly time-consuming if they involve a large number of people or if they are held frequently. Meetings can also be a source of stress and frustration, especially if they are not productive or if they are held at inconvenient times.

How to manage this

Ask yourself if a meeting is really necessary. If it is, make sure it is well organized and that it is held at a convenient time. Try to keep meetings short and focused on the agenda. You can also try to delegate some of the tasks that are discussed in meetings to other people. N.B. Meetings can be a significant drain on your time, especially if they are unnecessary or poorly organized. They can be particularly time-consuming if they involve a large number of people or if they are held frequently. Meetings can also be a source of stress and frustration, especially if they are not productive or if they are held at inconvenient times.

3. Trivial things

How does this drain your time?

Trivial tasks and interruptions can add up and drain your time. These include things like checking email, responding to messages, and dealing with minor distractions. These tasks can be particularly time-consuming if they are done frequently or if they are done during your most productive hours.

How to manage this

Be aware of the drains on your time. Try to identify the tasks and interruptions that are most likely to distract you. You can then take steps to minimize these distractions. For example, you could turn off your phone or email notifications, or you could use a 'do not disturb' sign. You could also try to schedule your work in a way that allows you to take breaks and deal with distractions more effectively.

Why it's important that we empower others

Empowering people is a process that is not a one-time event. It is a continuous process that requires ongoing support and encouragement. Empowering people is not about giving them a list of tasks to complete. It is about giving them the authority and resources to make decisions and take action. Empowering people is about giving them the confidence to take ownership of their work and to be accountable for their actions.

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The principles of employee empowerment

Resources	Make sure you have the resources needed to support your employees. This includes time, money, and information.
Clarity of goals	Make sure your employees understand the goals of the organization. This includes the overall mission and vision, as well as the specific goals for their department or team.
Information sharing	Make sure you share information with your employees. This includes information about the organization's performance, as well as information about the challenges and opportunities they face.
Trust and respect	Make sure you trust and respect your employees. This includes giving them the authority to make decisions and take action, and treating them as individuals with their own ideas and opinions.
Training and ability	Make sure your employees have the training and ability to do their jobs. This includes providing them with the necessary skills and knowledge, and giving them the opportunity to learn and grow.
Coaching	Make sure you coach your employees. This includes providing them with feedback and support, and helping them to overcome their challenges and achieve their goals.

Remember

- Empowering people is a process, not a one-time event.
- Empowering people is about giving them the authority and resources to make decisions and take action.
- Empowering people is about giving them the confidence to take ownership of their work and to be accountable for their actions.
- Empowering people is about giving them the opportunity to learn and grow.
- Empowering people is about giving them the support and encouragement they need to succeed.

Delegating to others

The benefits of sharing the workload

Effective and efficient meetings

Meetings are a key part of business communication.

They are used to discuss and make decisions, share information, and coordinate activities. Meetings can be formal or informal, and can be held in person or online.

Effective meetings are those that achieve their purpose and are well-organized and run smoothly.

Preparation and planning for the meeting

Before a meeting, it is important to prepare and plan. This includes identifying the purpose of the meeting, selecting the right participants, and setting a clear agenda.

During the meeting

During the meeting, it is important to stay focused and on time. This includes listening actively, contributing to the discussion, and taking notes. It is also important to manage any conflicts that arise.

Ending the meeting

At the end of the meeting, it is important to summarize the key points and assign any action items. This helps to ensure that everyone is clear on what needs to be done and by when.



Technology and time

Using technology to
save time

Emails

Apps

Social media

4

Using technology to save time

Efficient care, improved care, and better care. Digital social care is the key to achieving these goals. For more information, visit www.digitalsocialcare.co.uk

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Case study

How introducing a digital system helped improve care

Emails

È un modo di comunicare che si è sviluppato negli ultimi anni, grazie alla diffusione di Internet e alla nascita di servizi di posta elettronica. Per questo, oggi è molto facile inviare e ricevere messaggi da qualsiasi parte del mondo.

Un'email è composta da un indirizzo di partenza, un destinatario, un oggetto e un corpo del messaggio. Inoltre, è possibile allegare file e immagini. Le email sono utilizzate per comunicare in modo rapido e sicuro.

Apps

Le applicazioni (Apps) sono programmi che vengono installati sui dispositivi mobili (smartphone e tablet) e permettono di svolgere attività specifiche. Sono molto utili per la produttività e la comunicazione.

Alcune delle Apps più utilizzate sono quelle per la produttività, come i calendari e i gestori di documenti. Altre sono quelle per la comunicazione, come i social media e i messaggeri. Le Apps hanno rivoluzionato il modo di lavorare e di vivere.

Le Apps sono disponibili su diverse piattaforme, come l'App Store di Apple e il Google Play di Android. Per utilizzare un'App, è necessario scaricarla e installarla sul proprio dispositivo.

Social media

I social media sono piattaforme online che permettono di condividere contenuti e comunicare con altri utenti. Sono molto popolari e utilizzati da milioni di persone in tutto il mondo.

Alcuni dei social media più famosi sono Facebook, Twitter e LinkedIn. Questi social media hanno cambiato il modo di comunicare e di relazionarsi tra le persone.



Case study



Using social media as a time saving tool

B... r... c... F... y... r... i...
r... j... . i... p... c... i... r...
p... i... p... c... p... ic... r... j...
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i... r... p... i... c... i... r... p... r...
r... c... i... c... .

Anne Murray, Registered Manager, Bethany Care Trust

i... e... ki... i... i... r...
c... ic... . r... p... r...
e... .

r... r'... c... i... p... c... i...
i... i... ip... c... i'... y...
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Paula Braynion, Managing Director, Future Directions CIC

Time to manage - workbook edition

Because it is a practical guide for social care managers, it is a workbook edition.

A workbook edition is a practical guide for social care managers, it is a workbook edition.

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Because it is a practical guide for social care managers, it is a workbook edition. www.skillsforcare.org.uk/membership.



***Registered manager members of Skills for Care receive this guide for free when they renew their membership from April 2020.**



Acknowledgements

Yi rōg il ē pōcē kōē rāi PēPē (EōP) r
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ē ē il kōē i rāi ē ppē i ē ē pē .

A rēē i

B



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