

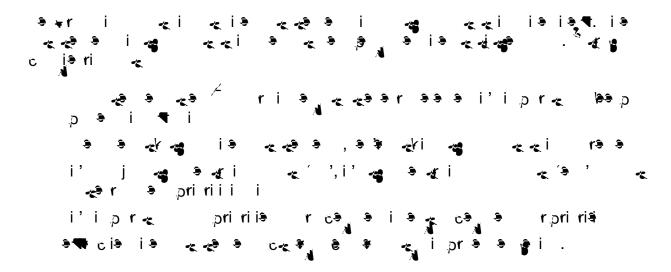
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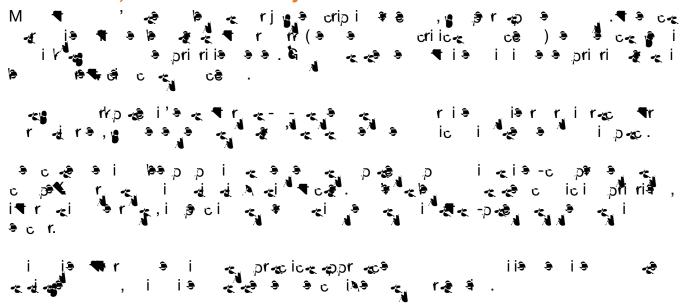
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Introduction

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



Control time, don't let it control you



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.



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

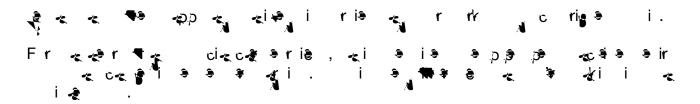
About time management

Why managing your time is crucial

Personal benefits of time management

Understanding your energy hotspots

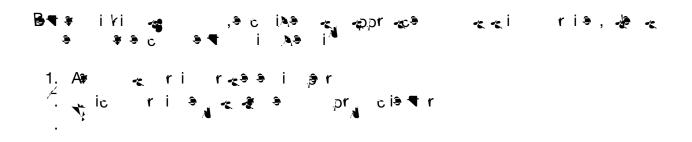
Personal benefits of time management





Understanding your energy hotspots

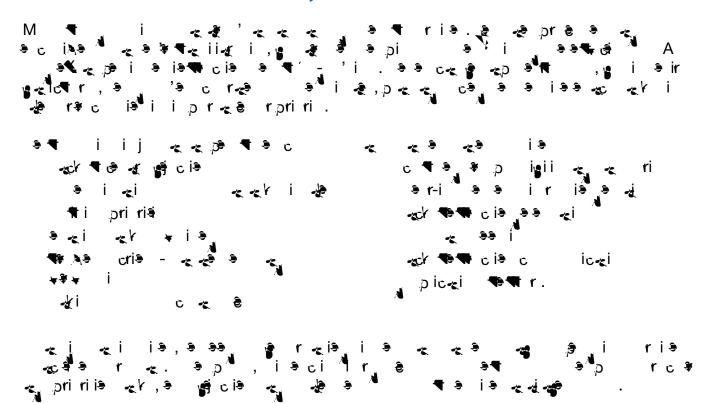




Managing your time

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

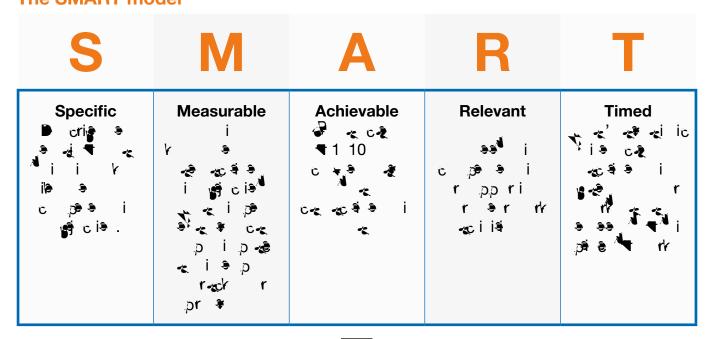


Time management techniques

Setting clear objectives



The SMART model



Grouping tasks together



General administration

Proprio i s

Finance

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Recruitment

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Induction, learning and development

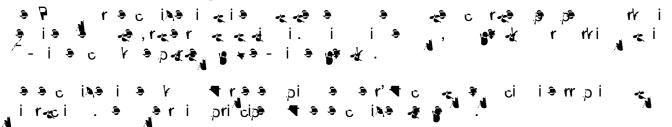
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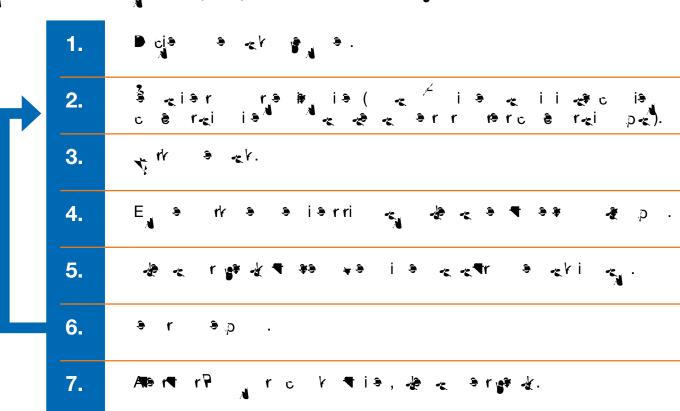
Community engagement

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The Pomodoro technique





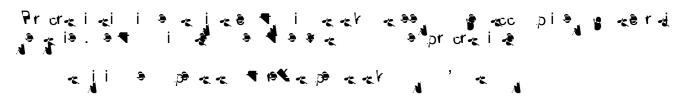
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Prioritising your work

Multi-tasking

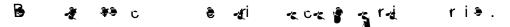
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Tackling procrastination

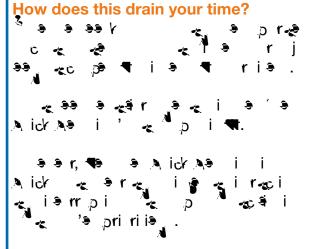


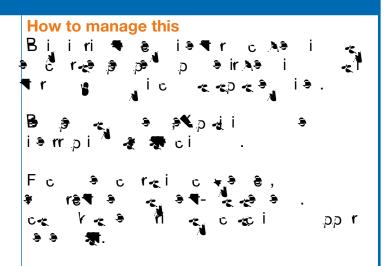
How to protect your time

Drains on our time









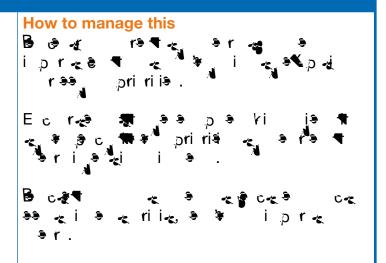
2. Can we have a meeting?





3. Trivial things





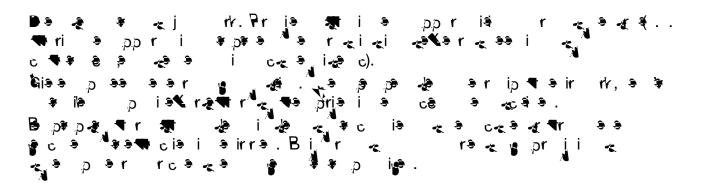
Why it's important that we empower others



The principles of employee empowerment

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Clarity of goals	Mą ą ereją i ą prpe. Mą ą ercecą ą ereją i ii, ą erejeje.
Information sharing	Marajera a paragia ¶c icazi ar araji annacia ¹ . Marajer¶ arpr¶ i arajeari ip.
Trust and respect	Marancia arang katang katang katang arang
Training and ability	Mခ္ချာဂ¥င ခြဲခ ir သွားခြွေခ ir p¥ci ¥ rē. Mခ္ချာဂ ppဂခ ir သွား ဂ ခွေ ခါခ p,i ဂ ရှု i င နောခါ ခါခွေ ၊ခွဲ၊ .
Coaching	Mન્નામાં r યુ ન્ કirકન્ ન્ ¶નાંફિક નાં ¶કે prનાંક.Mન્નામાં ન્ rક કેંપફિલ ન્ક- યુની કે નાં r.

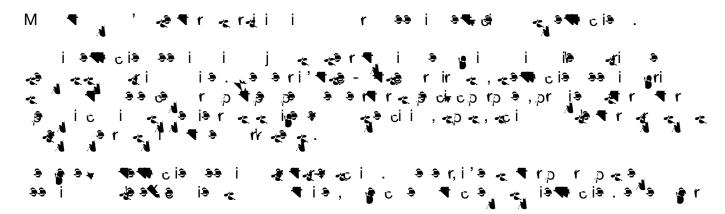
Remember



Delegating to others

The benefits of sharing the workload

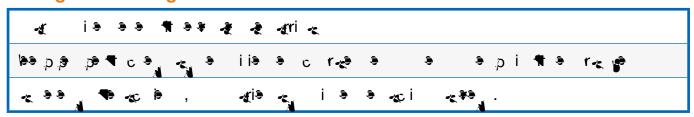
Effective and efficient meetings



Preparation and planning for the meeting



During the meeting



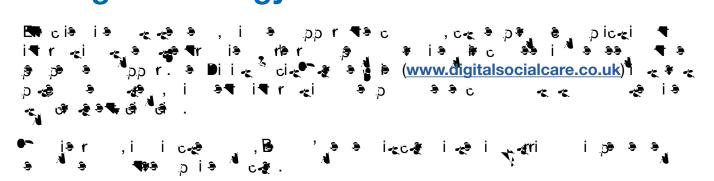
Ending the meeting

Technology and time

Using technology to save time	•
Emails	
Apps	

Social media

Using technology to save time



Case study

How introducing a digital system helped improve care

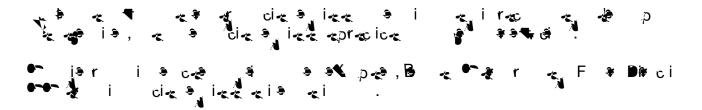
Emails

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Apps

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Social media





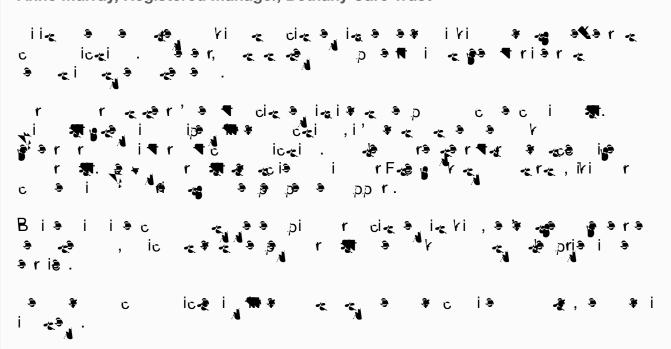


Case study

Using social media as a time saving tool

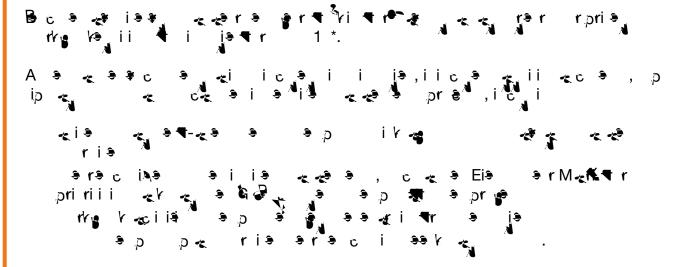


Anne Murray, Registered Manager, Bethany Care Trust



Paula Braynion, Managing Director, Future Directions CIC

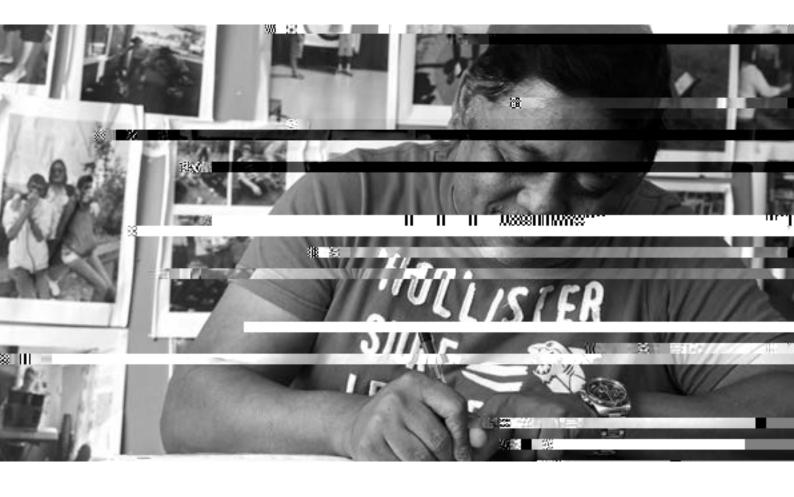
Time to manage - workbook edition



🛊 r 🙎 i i i i <u>www.skillsforcare.org.uk/membership</u>.



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



Acknowledgements

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Fri Transcia de la projecta de la pr
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