



Top Tips Thinking Ahead

'I wasted time, and now doth time waste me'

Shakespeare

1. Develop a sense of direction by identifying longer term goals and objectives in both personal and business life. Then pursue them energetically but with flexibility.
2. Formulate clear basic policies, and review them regularly. Clear policies save decision making time.
3. Know what your values are – these will dictate how you spend your time.
4. Set the work you are doing in strategic context.
5. Clarify middle – term goals and objectives. They should be specific and measurable, and have deadlines.
6. Plan thoroughly. Time spent planning is seldom wasted – it cuts the time needed for implementation.
7. Analyse past performance honestly. Identifying the reasons for failure or limited success will preclude the same mistakes being made again.
8. Be receptive to new ideas from which fresh opportunities may arise.
9. Stay flexible over the means of achieving objectives, and be prepared to change objectives should a better opportunity arise.
10. Get the most out of what you have chosen to do. Don't waste time regretting the things you have chosen not to make the time for.