



AT A GLANCE:

M PLANNING AHEAD



WHAT'S THIS THEME ABOUT?

Busy all day yet leave work feeling like you have achieved very little? Need more hours in the day? Fire fighting and find it difficult to plan? What comes next? The To Do list just gets longer, missing deadlines, taking work home, longer working days, worry, stress...

Managers often find themselves working longer hours, feeling stressed, becoming less productive and ultimately de-motivated. A major contributor to this is lack of personal planning. We tend to become driven by our Inbox and other people's requests, instead of starting each day with an achievable plan which is focused on achieving results.

This Management Matters theme focuses on effective personal planning. Just imagine leaving work on time with a sense of achievement every day and knowing what's coming at you tomorrow. That's what we should be aiming for!

WHY IS THIS IMPORTANT?

"Planning is bringing the future into the present so that you can do something about it now."

Alan Lakein, author of *How to Get Control of Your Time and Your Life*

In today's world, effective managers must be able to manage themselves first! The pace of change is unlikely to slow down, so our to-do lists, are only going to get busier. The ability to take control and plan ahead, is therefore critical.

At the end of the day, successful managers know that bringing some structure to the day gets results. They are skilled at planning, anticipating the unexpected and realistic with their time.

IDEAL OUTCOMES

'Planning Ahead' is about your management team understanding:

- Why planning ahead is important
- Where the focus should be
- What needs to appear on their daily plan
- Why communicating their plan is key

'Planning Ahead' is about your management team having the skills to:

- Achieve results everyday
- Accomplish deadlines with ease
- Enhance personal and team productivity
- Develop individually as well as a team
- Leave work everyday with a sense of real achievement

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