



Time Management with Beth Pipe FCIPD

Introduction & Scene Setting

- Beth Pipe introduced as an experienced HR professional, author, and radio presenter, with a practical, no-nonsense approach.
- The session is packed with tips, recognising everyone has different time management challenges.
- Focus is on managing your whole day, not just work hours, to achieve a better work-life balance.

Impact of Poor Time Management

- Leads to stress, feeling out of control, mistakes, lack of creativity, and even sickness.
- Beth uses the “bucket of time” analogy: interruptions, emails, meetings, and surprise tasks drain your time away.

Marginal Gains & Saving Time

- Small, regular time savings add up—saving 10 minutes a day on emails equals 5 extra days a year.
- Focus on little improvements for big results.

Prioritising What Matters

- Activity: Identify your two most important work tasks and two most important personal tasks.
- The lifeboat exercise highlights the need to prioritise what truly matters to you, both at work and outside.
- Aim to leave work behind at the end of the day and enjoy your personal time.

Sorting Yourself: Emails, Procrastination, Organisation

- Email tips: Only keep live items in your inbox, sharpen subject lines, use rules and tech tools, unsubscribe from junk, and agree team protocols.
- Procrastination: Break big jobs into small chunks, start with easy wins, delegate when possible, and reward yourself for progress.
- Organisation: Keep your desk tidy, don't put things down—put them away, and standardise processes so everyone can find what they need.



Boundaries & Assertiveness

- Control what you can: tidy desk, manage emails, and limit interruptions from colleagues.
- Use visible signals (like a red card on your monitor) to show when you need to focus.
- Learn to say “no” assertively, especially to repeat offenders. A good “no” is better than a bad “yes”.
- Use “if-then” statements to show the impact of taking on extra tasks.

Dealing with Volume of Work

- Time logs help you objectively track where your time goes and spot patterns.
- Goal setting: Use SMART goals (Specific, Measurable, Achievable, Realistic, Time-bound) to focus your efforts.

Prioritisation Tools

- Use the “Do it, Diarise it, Delegate it, Dump it” method to sort tasks.
- Protect time for important work by diarising it and delegating or dumping less important tasks.
- Celebrate small wins—crossing off tasks gives a dopamine boost.

Work-Life Balance & Working from Home

- Keep a separate area for work, even if it’s just a chair or mug.
- Pack away work things at the end of the day, change clothes, and switch off to help your mind transition.
- Agree boundaries with others at home and stick to a routine.

Final Takeaways

- Time management is about making space for what matters most to you, both at work and in life.
- Tackle small time drains, set boundaries, prioritise, and use practical tools to stay organised.
- Beth encourages revisiting the recording for more tips and is happy to answer questions.