

Time Management

Don't interfere with everything, but make choices!

Make a distinction between 'important' and 'urgent'.

Members of works councils do the work of the works council in addition to their primary function in the company. No wonder you can't pay extensive attention to all the subjects the management works on with its staff and MT. That is not the intention at all. It is important that the Works Council himself chooses which subjects he concentrates on.

Bear in mind that not everything that is urgent is also important to the Works Council.

Criteria for those choices may be:

- What helps the company to continue to exist and develop?
- What is important for the employees?
- Where is the OR good at?



What are you going to do today?

Determine at the beginning of the day what the three most important things are that you want and can do that day. Let one of those things be something you do for the WC. That article you want to write. That promise to a customer. Write it down. Spend the time it deserves. Come back to it. Those are the Important Activities of that day. In the middle of the day, check how things are going with these Important Activities. If necessary, go somewhere you won't be disturbed.

Urgent is not the same as important

Some things are not important, but do demand your attention: urgent matters. Think about going through the mail, checking emails, a flat tire, computer problems. Spend as little time as possible on them. If possible, pass them on to colleagues for whom these things are important and who know more about them.

Tomorrow and afterwards

Things that are important, but you can't do today: Plan them. Block time in your agenda for those really important things! That way, you won't be overwhelmed by all the urgent matters.

Plan in buffer time!

If you plan your day and week completely full, then you don't have any room for the urgent things that are sure to come and often unexpected. And you do have to pay attention to them:

- You get a call from a customer who has had a problem.
- A colleague has suddenly become ill and you have to take over urgent matters from him or her.
- A colleague suddenly comes up with a very good idea that you need to talk about quickly.
- A colleague needs attention for something that happened to her personally.

This is how you remain flexible

Keep in mind in advance in your planning that unexpected things will come up. So don't plan your whole time. Plan in buffer time: 20% in your daily schedule and 30% in your weekly schedule. This gives you room to respond flexibly to unexpected and important events.

In case nothing unexpected does happen one day, you can use the scheduled buffer time for things that are not urgent, but are important: reading documents or making new plans!