



## Benefits of Planning: 10 Great Reasons to Plan Ahead

We all know the saying: %Failing to prepare is preparing to fail.+ In most cases, failure to plan will not necessarily result in disaster, but for people who know the value of time (or are short on time), they know that planning ensures they are moving in the right direction towards their goals.

Here are ten great benefits to planning ahead:

1. Having a plan enables you to manage interruptions. You can compare what has come up to what you have planned to do and do the one that is most important at the time. This reduces crises and time spent at work late at night or on the weekends.
2. Having a plan enables you to see where you can save time by killing 2 birds with 1 stone . e.g. instead of an appointment, make it a lunch appointment.
3. Keep your quick tasks like email during periods when you expect to be most interrupted rather than first thing in the morning.
4. Save time on repeat trips . book all your appointments on one day, to cut down on the time it takes to get to and from the office.
5. Planning ensures you get time for your most important work scheduled into your week first. Thus avoiding ending the week and wondering what you did with your time!
6. Having a plan gives you an opportunity to work out beforehand all the people, tools, training you need prior to undertaking different tasks.
7. Having a plan enables you to see what you keep putting off. Once you know then you can take alternative measures such as whether someone else should do this work instead or whether you need training, etc.
8. Knowing when you are going to undertake tasks of a similar nature eg accounts enables you to batch saving you time as there is less switching back and forth between tasks, you often end up retracing or repeating things and less set up time.
9. Having a plan enables you to get more balance in your life . Do you have time for yourself? Your family? Ensuring you have time for all the important roles increases satisfaction across the board.
10. Others know what to expect if you have a plan and they help you stick to it. Plan to start late some days, go early, have no interruptions, answer emails only 3 times a day and watch how everyone else adjusts and accommodates once you make a decision.

Turn a little bit of planning into a lot of benefits. Why wait any longer, start planning your day/week/month right NOW!

**Want to learn more? Attend a TIME MANAGEMENT WORKSHOP or subscribe to our free monthly newsletter at [www.generatingtime.com](http://www.generatingtime.com)  
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