



Effective Time Management Virtual Event Welcome from

Dr Steph Snape & Councillor Sarah Rouse

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Busy world of the local councillor

Spinning plates

Multiple roles & tasks

Growing time pressures?

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Important/urgent matrix

Prioritise...but how? Legacy & vision

Top tips

No perfect blueprint

Resilience

Question & answer

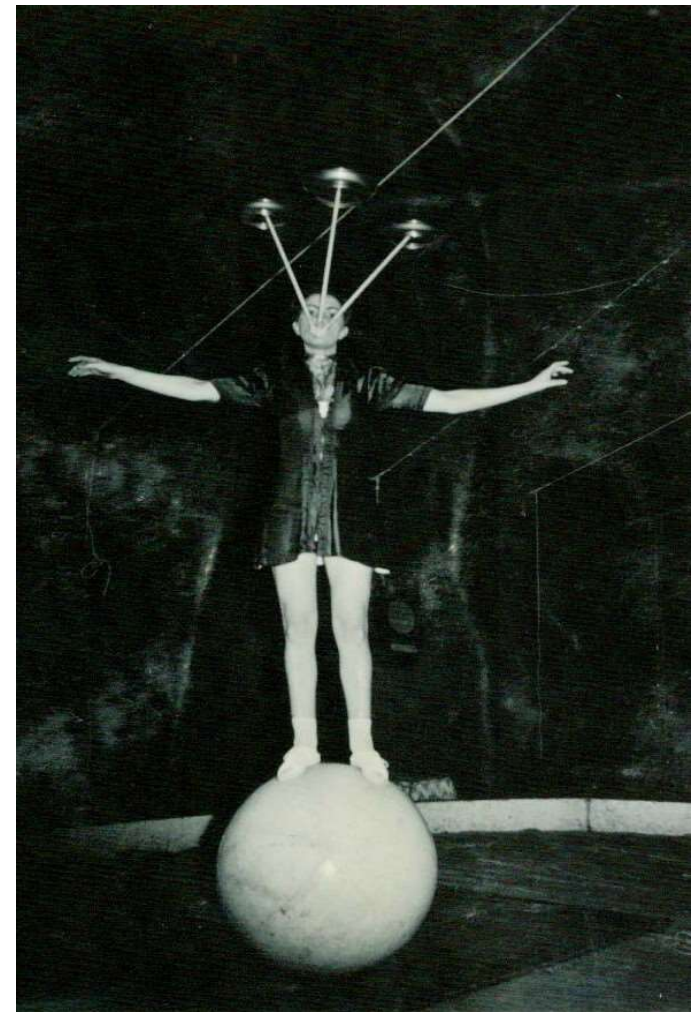


A fireside
chat ...

Spinning plates...the busy world of the local councillor



Do **you** have perfect spinning plates...or...





Multiple roles

**Ward / division
councillor**

Controlling group

Opposition member

Scrutineer

Cabinet member

Committee member

Chairing

**Sitting on outside
bodies**

Party group work

Wider party work

Canvassing/elections

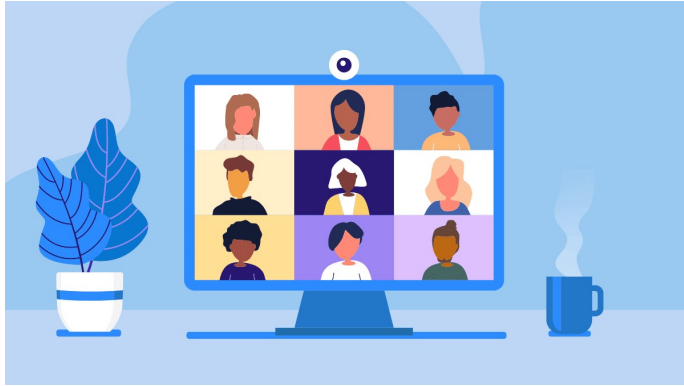
**Supporting local
groups & charities**

School governor

JP

**...work...family...caring
responsibilities**





Growing time pressures?

Stress points

Support & remuneration

Impact of COVID...still...

Council finances

Time management approaches:

Important/Urgent Matrix - Stephen Covey

Stephen Covey's Time Management Matrix		
	URGENT	NOT URGENT
IMPORTANT	Quadrant 1 Crises Pressing Problems Projects with Deadlines	Quadrant 2 Relationship Building Planning Recreation
NOT IMPORTANT	Quadrant 3 Interruptions Some Phone Calls Some Mail Some Reports	Quadrant 4 Busy Work Some Phone Calls Some Mail Time Wasters

Time management approaches:

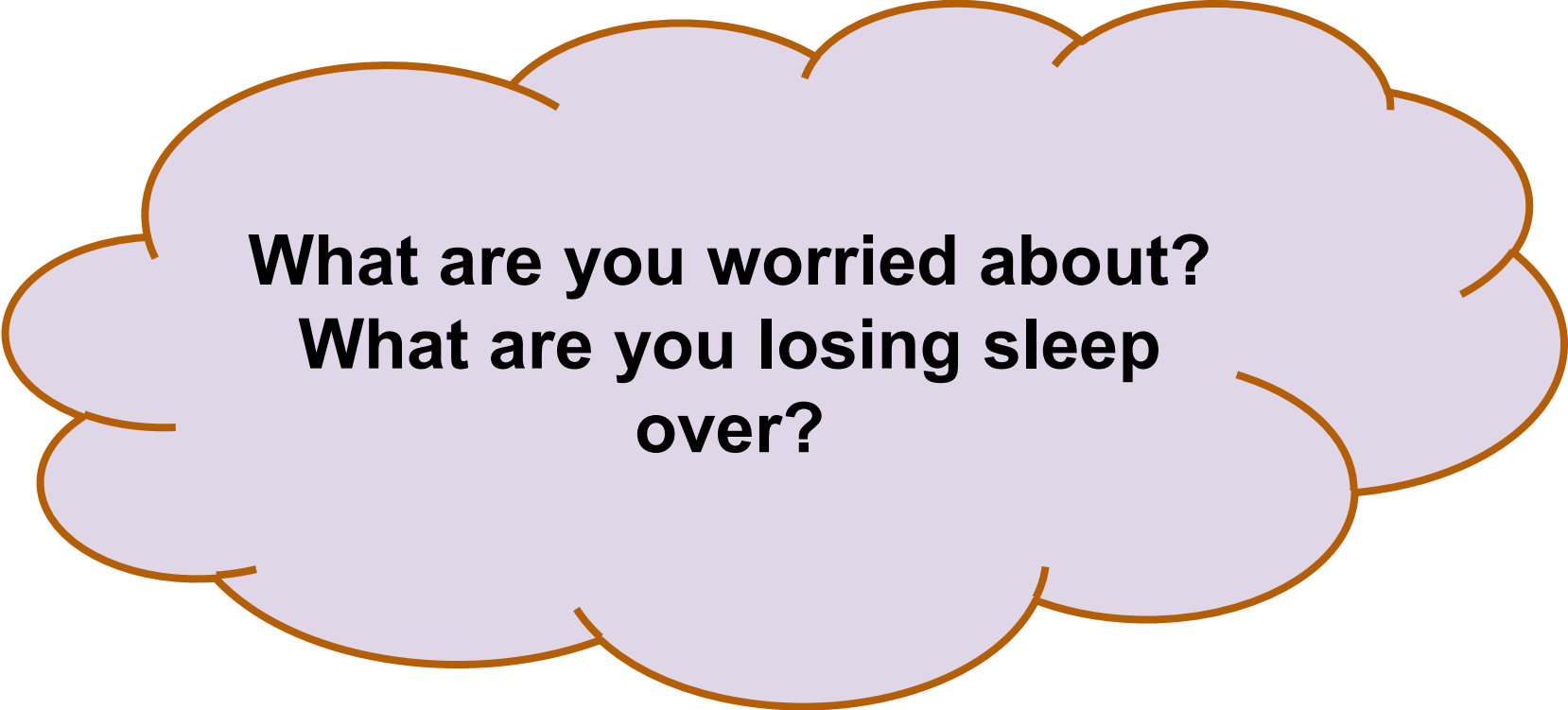
Prioritise, prioritise, prioritise....

But how?

PRIORITIES

- 1.
- 2.
- 3.

**Why did you become a councillor?
What do you want to achieve?
What legacy do you want to leave?**



**What are you worried about?
What are you losing sleep
over?**

**Answers in the chat
please..**

Consider your concerns:

- What is your level of responsibility?
- What have you done?
- What can you do?

Governance & assurance

- Good governance – scrutiny and audit need to be working well
- Key officer positions – section 151 & monitoring officer
- Ensure you understand finances & risk generally
- Understand your council corporate risk register
- Use powerful questions to assure yourself in areas you are concerned
- Many LGA courses for members e.g. in risk, finance for non-finance cabinet areas, financial leadership & governance
- LGA peer reviews
- LGA coaching & mentors

Top tips

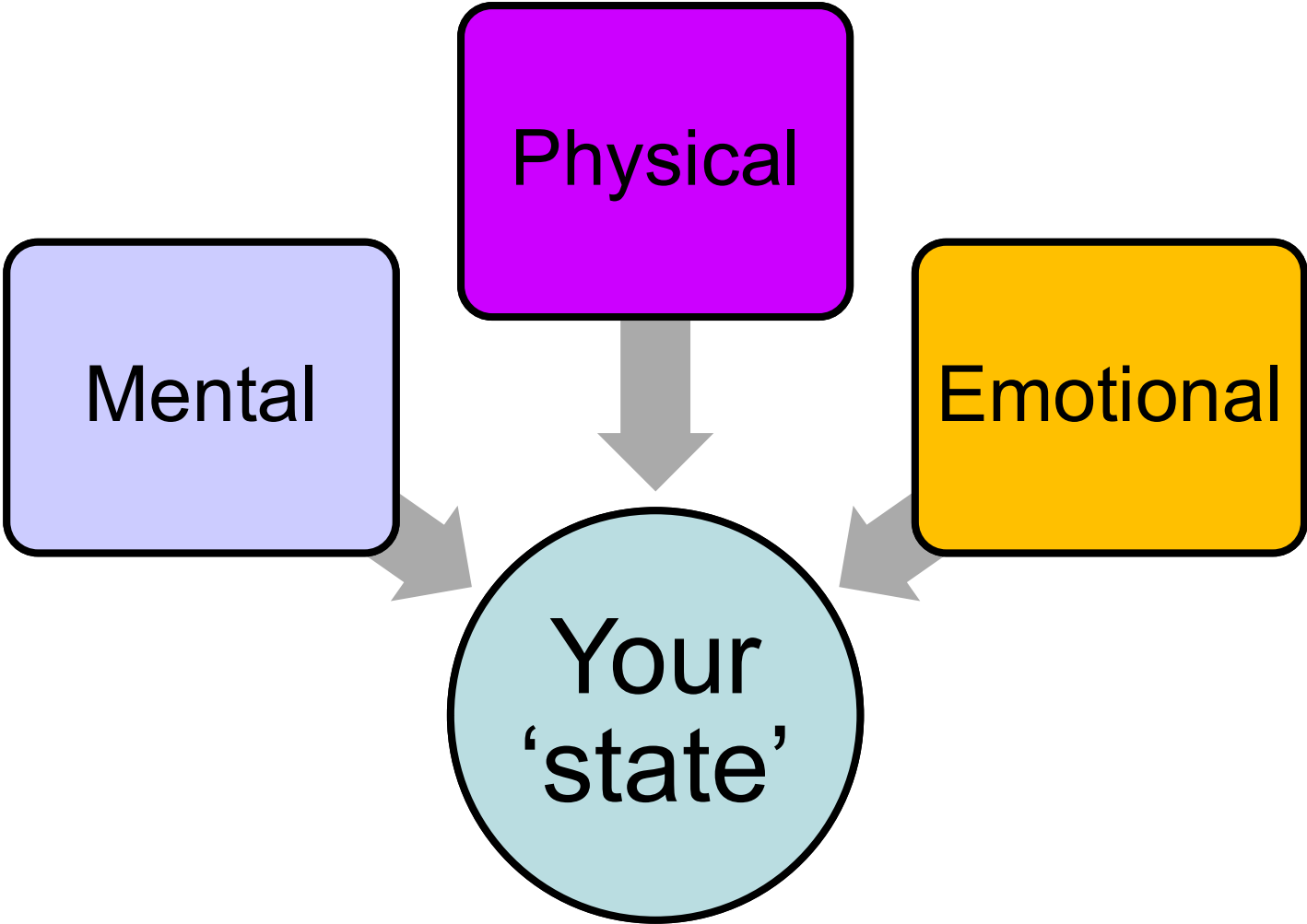
- **Set time limits for tasks/activities**
- **Block off certain days/times for non-council work**
- **Do some forward planning – consciously manage your time**
- **Control your own diary**
- **Check your emails only 2 times a day**
- **Focus on what matters**
- **Avoid distractions**
- **Write down your priorities**
- **Make a ‘stop doing’ list**
- **Delegate**
- **Take breaks**



**Take Control
of your
Boundaries**

What is resilience?





Good ways to cope

Emotional: Emotional regulation

By getting on the balcony and stepping outside the situation

Choosing to contain or express your emotions

Sense of humour – laughing (at yourself!)

Mental: Head in the right place

Realistic optimism and being able to stop yourself catastrophisingz

Believing you can change situations – not negative self-talk – believing you can make a difference and no blame

Finding ways to change or even get out of the situation

Physical: Secure base

Looking after your physical wellbeing – food, exercise, sleep

Social support, friends, fun times

**Thank you for
participating.**

**We hope it has been
useful.**

Be kind to yourself.

