



MODULE FIVE

workbook

Getting more done in less time

A photograph of three horses running towards the viewer, overlaid with a semi-transparent dark blue filter. The horses are in motion, with their manes and tails slightly blurred.

GETTING MORE DONE IN LESS TIME

Who wants to get more done in less time?

Ok, so that's everyone then.

This is an area where everyone can make some small changes that cost nothing, sometimes not even time, to improve efficiency and productivity.

In this module I want you to work closely with the Farm Admin Schedule you developed in Module 1. Start translating this information into a monthly system or schedule. Feel free to work in with the other spheres of your life in your calendar system. Write in other commitments and things that impact on your time availability such as off farm work or caring responsibilities.

Systems are all well and good. However you might find as you fill in your calendar for the month that there simply is no way to fit everything in. There might not be enough hours in the month, childcare in the week or rainy days in the office to do what needs to be done. Whilst we look at time saving strategies, be realistic about your workload and the time it takes to perform the role.

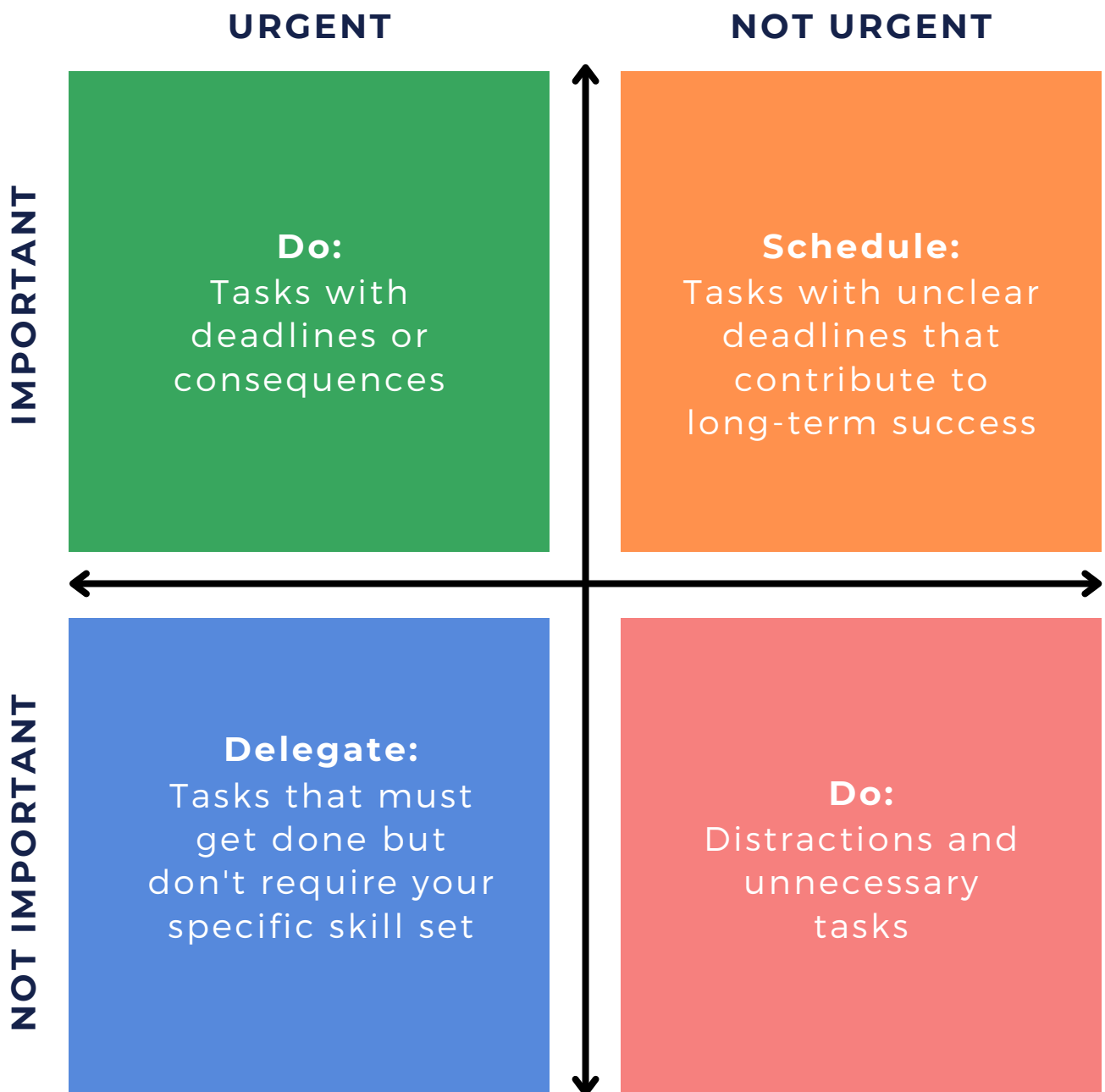
A solid green circle containing the text 'Value progress over perfection' in a white, handwritten-style font.

*Value
progress
over
perfection*



THE EISENHOWER MATRIX

The Eisenhower matrix is a well known time management tool. Does it apply to ag? To a point. Here we revisit it to recognise how there is always going to be a fair bit in the urgent and important square due to the time sensitive nature of ag operations.





IDENTIFYING SUPER MONTHS AND SUPER TIMES

QUESTION #1: What are your 'focus' months where there is more time for important and non urgent planning tasks.?

QUESTION #2: Are there any months of the year where the time demands of office work are heavier?



TIME SAVING STRATEGIES

WHERE DO YOU NEED TO CONCENTRATE YOUR EFFORTS?



As you look at tips or apps, consider which strategies they are based on



MONTHLY PRIORITIES

	WEEK 1	WEEK 2	WEEK 3	WEEK 4
MON				
TUES				
WED				
THURS				
FRIDAY				

*Look back to
your Farm
Admin Schedule
for inspiration*



READY RECKONER

AN EASY ACCESS PHYSICAL FOLDER - SECURE WHEN NOT AT HOME

- ☐ ABN Number
- ☐ PIC Number
- ☐ NGR Number
- ☐ Chart of livestock tag year colours
- ☐ Low stakes passwords and user names
- ☐ Dates of birth of family or business members
- ☐ Bank account numbers
- ☐ Insurers name and contact details
- ☐ Life and health insurance company and policy numbers
- ☐ Solicitors name and contact details
- ☐ Instructions for infrequent computer tasks
- ☐ Procedures for your top three most important office tasks
- ☐ Rural addresses and GPS coordinates of farms, area in hectares, date of purchase
- ☐ Farm Maps

Basically all the things my lovely mother-in-law knows off by heart





TEN MINUTE WONDERS

INVEST TODAY AND BE REWARDED TOMORROW

Banking	Done	NA	To do
Ditch the cheque book			
Use internet banking app for cheque deposits if you receive one			
Increase your internet banking limit - less split payments and less mistakes			
Direct debit - Electricity			
Direct debit - Rates			
Direct debit - Water rates			
Direct debit - Telephone			
Direct debit - Insurance			
Direct debit - Credit cards			
Direct debit - Drawings/owners wage			
Direct debit - Rent or lease payments			
Review banking arrangements to investigate all in one or sweep type accounts rather than overdraft/term debt models			
Finance & Accounting			
Review chart of accountants for ease of data entry with your accountant			
Book a one on one with a bookkeeper on an accountant system for a system review			
Investigate and implement a timesheet app			
Use batch payment for payroll			
Write invoices through your accounting system			
Set up batch payment invoices			
Emails			
Remove un needed subscriptions and promotional material			
Set up a junk email (shopping), an accounts email and a general email address			
Set up a common Outlook profile for your multiple email addresses			
Phones			
Save farm map on your phone as a photo you can edit			
Have a mobile message that encourages people to text rather than use voicemail			
Set up an auto reply text to ask people to text			
Text others rather than leaving a voicemail			
Save directions to your farm on your phone in notes			
Change voicemail message to encourage texts			
Computer			
Set up bookmarks and shortcuts to commonly used sites			
Enable direct scan to email/folder function on your scanner			
Set up shortcuts to commonly used folders			
Other			



HELPFUL APPS AND PROGRAMS

HELPING YOU SAVE TIME AND ORGANISE YOUR WORK

Trello - www.trello.com

Board based task management app that can be shared with multiple users.

Sign up at agrifocused.com.au for free board template. Has an app, I would not worry about it, best off using it on desktop.

House Paddock Training and Consulting - www.housepaddockconsulting.com.au

Annual & Quarterly Planners and specific time management training

Mummadays - www.mummadays.com.au

Planners and diaries for organising daily life. Created by Holly a farmer from the wheatbelt of WA.

Sabco Annual Wall Planners

Try your local newsagent or Office Works

Apple Notes - Apple App Store

Notes app, can share, and scan documents to PDF. Can be used on desktop or phone.

Google Keep - Apple App Store and Google Play

Notes app, can share, can be used on desktop or phone.

Tiny Scanner - Apple App Store and Google Play

An app based scanning tool.

RecordIt! - App Store and Google Play

An app to screen record. Handy to record yourself using an app to instruct someone else in the business.

Screen-cast-o-matic - www.screencast-o-matic.com

Screen recording software. Great to record yourself performing a function to teach others, or if you need help, to show someone what is going wrong and send it to them as a video file.

Cozi - Apple App Store and Google Play

Shared family focused calendar app. Also has notes function and shopping list.

Google Calendar - Apple App Store and Google Play

Shared calendar app that has a good desktop version. Mobile interface can be a bit contested.

Canva - www.canva.com

Web based program used on desktop. Most of what you need is available in the free version. All things graphic design, job ads, social media etc. Might be useful for community work as well as farm. Best on desktop.

Dr Kristy Goodwin - www.drkristygoodwin.com

The go to person for strategies to manage digital distractions and the techno impacts on productivity.



NOTES