

## What gets in the way of 'being more purposeful'. \*

- *Meetings – volume*
- *People's availability*
- *Absence – Short Staffed – Recruitment*
- *New to role – Still learning.*
- *External world*
- *Technology*
- *Time Pressure*
- *Differing Needs across the trust*
- *Unexpected tasks*
- *Firefighting*

\*Remember we talked about things in our control and not within are control, thinking how we focus on the controllables.

## What would you do if you had 'more purposeful time'.

- *Focus*
- *Head Space*
- *Time to plan.*
- *Work life balance.*
- *Brain and Eye break*
- *Emails*
- *Connecting with others.*

## What you could do to create more purposeful time.

- *Working smarter with Teams, Emails, and shared team's files*
- *Everyone clear, on email best practice*
- *Make time to catch up with a cup of tea and reflect.*
- *Protecting time in your diary to plan*
- *Look for options to delegate and empower others.*
- *Review your time management.*
- *Book interpreters in advance – everyone clear on the process.*