

Business traveller: Using time efficiently

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With business travellers expected to cram more work into less time, how do you ensure that you best use the time you have?

Beware of false economies

Although it is fashionable to show "austerity solidarity" by taking public transport to the airport and flying economy, it might not be the best solution. "You may be better off getting driven to the airport if it means you can use the time to make calls," says [Clare Evans, a time management coach](#). "It's the same with business class. If you're a senior manager and it means you can be productive, it's potentially cheaper. Work out what your time is worth."

Plan your journey

It really is better to get to the airport an hour early and spend the time working. Ms Evans says: "Make sure you always have some work with you. With laptops and smart phones, a decent lounge isn't that different to your office."

Ensure that you are organised at the other end and don't take any more than carry-on luggage if you can help it. Sites such as [Dopplr](#) and [TriplIt](#) can help you organise your travel online and alert you to delays.

You will be tired after a long-haul flight

"Arrange meetings with jet lag in mind," says Ms Evans. "If you're flying from London to LA, then mornings are going to be better for you." Spend the "lower quality" time on administrative tasks such as e-mail. You should also remember that with business travel less can be more and that it is better to be brilliant for two hours than lacklustre for four. Unless it is very short, you do need to spend some time resting. "If you're away for four days, you may be better off spending the flight relaxing rather than working."

Use spare time efficiently

Dopplr and TriplIt let you share your plans with others in your network or via Facebook. Similarly, you can allow others access to applications such as a Google calendar. A more scattergun approach is to Tweet or use Facebook where you will be when and wait for followers/friends to get in touch.

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