

## Time Management Tips

*"You cannot buy time, make time, find time, or have more time... you can only manage your time more effectively." Alan Lakein, How to Get Control of Your Time and Your Life*

1. Keep a master To Do list where you write down *everything* you need to accomplish. Examine your master list periodically and break it down into a realistic, *prioritized* weekly To Do list.
2. Be realistic. Assess the amount of time you expect each task will take to accomplish. Assess the amount of time you have in the day. Eliminate tasks until you have a To Do list that can be accomplished within the time you have in the day.
3. Design a time management system that best matches your own personal style. Recognize this system will change as your job responsibilities change. Effective time management is a process, not an event.
4. When you feel overwhelmed, reprioritize your To Do list – you cannot do it all! Even when you have multiple priorities, some tasks are more important than others. Do the tasks that are the most important.
5. Only open your mail when you have time to sort it.
6. Consolidate a list of things to review with associates. Meet with them only *once* a day.
7. Design your work area like a cockpit of an airplane – everything of importance is in reach.
8. Tear off a corner each time you handle a piece of paper. This will help you prioritize acting on paperwork, rather than shuffling it around.
9. Reward yourself when you accomplish tasks.
10. Keep only two files, other than information files, one for reading material and one To Do file.
11. Limit your desk to no more than two 'In' baskets.
12. Use *all* your time effectively; coffee breaks, commuting time, waiting time ...
13. Schedule days that you will come in early or stay late in order to accomplish specific tasks.
14. When you have a small block of time, use it to do part of an 'A' priority instead of miscellaneous tasks.
15. One hour of uninterrupted time equals four hours of productivity. Schedule uninterrupted time.
16. Don't worry about completing your To Do list. Accomplish highest value tasks only.
17. Plan your day the night before.
18. Leave menial tasks undone, until it is absolutely necessary (filing, opening mail, etc ...)
19. Don't take calls unless you have the time. Even customers can appreciate hectic schedules.
20. Schedule quiet time and *think* about your plans... ask yourself if you are being effective.
21. Schedule appointments with yourself in order to accomplish tasks you don't enjoy; do not cancel!
22. Don't let people interrupt you for low priority items. Politely ask them to talk to you later.
23. Don't procrastinate... do it now!
24. Concentrate on the task at hand. Keep one item on your desk at a time; don't work on anything else.
25. When things get out of hand, give yourself a pep talk, take a break, or go for a walk.
26. Rest when necessary.
27. Make a commitment to someone. Tell them exactly what you'll do and when you'll do it.
28. Recognize that worry and fear are emotions that can prevent you from managing your time most effectively. You can control your emotions! Put them aside – get something done!
29. Focus on the benefits of accomplishing a task and not the hard work of the task itself.
30. Ask yourself, "What is the best use of my time *right now?*"
31. Think positive. Look for the good in all you do!