Top Time-Management Tips

1. **Plan to plan**
   Schedule time each day to organize your time and activities; make it a priority to create and use a scheduling system.

2. **Prioritize for the week**
   Each day you should evaluate and re-prioritize your tasks. A “to-do” list is an easy way to organize your responsibilities.

3. **Set reasonable goals**
   Sometimes the big picture can be overwhelming. Break tasks into small, manageable activities.

4. **Create a realistic time schedule**
   Consider how long each task will take and schedule only what can be accomplished. Also, be aware of when you operate at your peak — if you do your best work in the morning, try to schedule your high-value work at that time.

5. **Overcome procrastination**
   When you catch yourself procrastinating, remind yourself of what you are not accomplishing. Start a project by just devoting 10 minutes to it. Focus on how you will feel when the task is complete to make it easier to get through it.

6. **Remove distractions**
   Facebook, Twitter, e-mail, chat, personal phone calls, and other distractions can waste valuable hours of your day. Turn off your devices or schedule time to check them only during a designated time each day.

7. **Focus on one task at a time**
   Most people think multi-tasking saves time, but it can take 20–40% more time than working on each task in order. Focusing on one task produces higher-quality work.

8. **Take breaks**
   Most people can’t work 8–10 hours straight and remain effective; don’t forget to give yourself some down time. A five-minute break every hour or two can help you recharge.

9. **Get back on track**
   When “things” come up, address them, then return to your original plan.