

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.