



Yet More Time Management Tips.....

As our lives get busier it seems like there is a greater abundance of advise on how to manage our time better. Recognizing that not all suggestions, resources and tips will work for everyone, here are some more tips for thought. If you can even find two or three from this list that help you to get more accomplished in your week then it was worth your time reading this article.

- 1) Set priorities for what you want to get done. Identify the tasks of highest priority and eliminate the ones of low priority.
- 2) Identify when you work most efficiently and then do the tasks of highest priority then.
- 3) Try to build extra time into your days. Getting up earlier is one way but if there is time that you waste during the day then try to use it better.
- 4) Write directions down for others to prevent misunderstandings when delegating tasks.
- 5) If you are procrastinating on a task, divide it into smaller projects and attack it that way.
- 6) Are the phone and coworkers getting in your way of having any quiet time at work? Try arriving 20 minutes earlier each day and see how much you can get done in that time.
- 7) Use tools that you have available to keep you organized. For example, use a tickler file on your computer to remind you of appointments and key projects.
- 8) Worry about yourself. Don't try to over control others.
- 9) Be realistic when you are setting your schedule each day. You never know when an emergency could come up so don't over book yourself.
- 10) Always think ahead. Make a list of what you have to do tomorrow.
- 11) If you don't need it, throw it out. This can be files, mail, clothes etc. but the point is it will save you time on reorganizing and reduce your clutter collection.
- 12) Always ask yourself, " Could someone else be doing this?". Delegate when possible.
- 13) When you answer your phone, stand up. You are more likely to keep your calls shorter.
- 14) If you are worrying about things, make a list. The things worrying you probably never materialize and so now you won't have to spend so much time worrying about it in the future.
- 15) Do one task each day that you don't like to do. It is good discipline and will help you get through the tough times. It will also feel good since you probably procrastinated on doing it before and so now it is off of your mind.

