



## 15 Time Management Tips:

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1. Organizing time is very much like organizing space; put like items together and give everything a home.
2. The goal is to give everything that is important to you an assigned time. If it doesn't have a "home" it won't get done.
3. Everything that takes 15 minutes or longer should be scheduled!
4. Schedule time to relax. If you don't schedule it, it won't get done!
5. If something takes 2 minutes or less- just do it.
6. Keep a journal or a time log of your activities for a week. Keep it with you all the time and jot down what you are doing and for how long. This alone can be eye opening!
7. Schedule about 50% of your day to start. This allows for interruptions and emergencies. Over scheduling your day sets you up for failure.
8. Be realistic about what needs done. If you have too much, what can you choose not to do? Saying yes to something, means saying no to something else.
9. Can you delegate it? Is there someone better suited for the job? Are you at the place where you could hire someone to help you? It is better to hire someone to do tasks that you are not suited for if you can use your time to make more money or spend your time on goal activities.
10. Schedule your priorities; do not prioritize your schedule!
11. Use only one calendar. It doesn't matter if it is paper or electronic but only one!
12. Give yourself 15 min. at the beginning of the day to go over the plan and make adjustments.
13. Group like activities together; phone calls, returning emails, etc.
14. Build in a buffer- 5 to 15 minutes in between tasks to mentally switch gears.
15. Give yourself 15 min. at the end of the day to tidy up, reprioritize the unfinished tasks, and leave with a sense of accomplishment and a smile on your face. It will be very welcoming the next morning.