10 Tips for Time

Management

1. Make a list, prioritize and check things off as you get them done.
2. Review your list from time to time. IS everything on that list necessary?
3. Ask yourself, “What’s the best use of my time right now?” Then do it!
4. Be willing to sacrifice “perfection” to get things done.
5. Learn to say “no” to demands that don’t benefit you.
6. Whenever possible, delegate!
7. Don’t waste time on minor decisions.
8. Arrange your work time to keep interruptions to a minimum.
9. Be realistic about what you can accomplish during a given period.

10.When is your energy at its peak? Plan your work

for those times and use your less energetic times for

leisure or a nap.