

## Time Management Techniques

Not enough hours in a day? The following tips may enable you to create a schedule that works for you – not against you.

1. General Tips for Time Management
  - a. Write it down: Make paper remember so you can forget
  - b. Never dwell on failures, as you can do nothing about them and they use up valuable time.
  - c. Never feel guilty about those things that you did not do or accomplish.
  - d. Have a light lunch so you don't get sleepy in the afternoon and be non-productive.
  - e. If you have to wait, use the time to relax, plan or do something that you would have had to use other time for, i.e., reading a page or two from a good book. Always have something in your possession to read.
2. Create a Flexible Schedule
  - a. Get satisfaction from every minute of the day, since all time is critical.
  - b. Seek new techniques each day that can be used to gain time. Use other people's ideas – try it- you may like it.
  - c. Evaluate all habits and eliminate those you don't need.
  - d. Eliminate non-productive activities as soon as you realize them.
  - e. Reserve "open time" for targets of opportunity, last minute decisions, etc.
  - f. Allow yourself diversity in your schedule so you will not get tired of your list of activities and reduce your efficiency or effectiveness.
3. Plan Daily Activities Ahead of Time
  - a. Plan in the evening so you can get a good start on the next day's activities. (Make a schedule for your entire day).
  - b. Prioritize your activity list each day and do your best to complete them quickly.
  - c. Use your time allotted for work wisely
  - d. Get up early each day and get a head start on the day before other people begin
4. Make Goals that can be Attained
  - a. Review goal statements daily and identify those activities necessary to accomplish each and do them
  - b. Keep your long-term goals in mind even when doing the most insignificant tasks. Never lose sight of your goals.
  - c. Revise your goal statements monthly to eliminate out-dated ones and add new ones.

REMEMBER: Time passes, will you?