Time Management Tips

1. Develop the “Do It Now” philosophy.
   a) Ask the question “what is it I’m trying to avoid?” when you feel the urge to procrastinate.
   b) “Work expands the time allowed for its completion.”

2. Develop a lifetime goal and learn how to set priorities.
   a) Include 1 year, 5 year, and 10 year plans.

3. Divide the time and the task into manageable parts and conquer each part in turn.
   a) Commonly known as the “Swiss Cheese” effect.

4. Raise the value of completing a task by visualizing the benefits of its realization.
   a) See yourself completing a job successfully;
   b) Keep the rewards in mind.

5. Try to find something specific that you could do right now.

6. Select the best time of day for the type of work to be done.

7. Start with the most profitable or the most personally satisfying parts of large projects.

8. Keep in mind your long-term goals even while doing the smallest tasks.

9. Work smarter, not harder.
   a) “Plan your work; work your plan.”

10. Learn to say no graciously.
    a) Know the difference between an invitation and a demand.

11. Give up the notion of “waiting time” and consider such a time as a gift by always being prepared to use it somehow.
    a) Always have a contingency plan.

12. Squeeze short tasks into otherwise wasted moments.

13. Consider time as money and invest it wisely.

14. Concentrate on one thing at a time.
    a) Avoid scattering your effort.
15. Recognize the value of time spent truly relaxing.

16. View unavoidable commitments as opportunities for new growth.

17. Take time off and other special rewards for successfully completing large tasks.

18. Avoid a lot of clutter.


20. Develop a daily “To Do” list.
   a) Establish priorities.

21. Plan backwards from completion dates for large projects.
   a) Determine all of the details that need to be accomplished.
   b) Set time deadlines.