

Time Management Techniques

Identify Your Time Wasters

1. Self Generated

- Disorganization
- Procrastination
- Social Interaction
- Acceptance
- Perfectionism
- Risk Avoidance

2. Environmental

- Visitors
- Telephone Calls
- Mail, Email
- Unproductive Meetings
- Crises

Set Priorities

1. List things that need to be done
2. Assign a priority to each item
3. Use the ABC Method: A = Must do, B = Should do, C = Nice to do
4. Devote your primary attention to your A's
5. Remember, priorities can change over time so keep the list flexible
6. Use Judgment, Relativity and Timing as criteria for your priorities

Set Limits on your Time

1. Activities

- Only check email at a designated time (turn off notification)
- Discontinue low priority activities

2. Interactions

- 'I can take care of that, but what I'm doing right now will be delayed. Is your request more important?'
- 'I'll be glad to handle that for you. However, I can't get to it until I finish what I'm doing. That will be...'
- 'I'm sorry, I just can't do it. Have you considered asking...'

Make Plans

- Weekly plans
- Daily plans
- An action-planning worksheet
- A milestone chart
- A master calendar

Plan for your Prime Time

If possible plan activities that require concentration and creativity for when you have the most energy – your 'prime time'.

Other Tips

- Handle each piece of paper only once
- Continually ask, "what is the best use of my time right now?" And DO IT!

Don't forget YOU! - You need time for adequate rest, relaxation, exercise and proper nutrition to be stress resilient.