

# TEN STEPS TO BETTER TIME MANAGEMENT



- 1 Every day make a “to do” list, but do not fill up every minute.
- 2 Identify your priorities and always start with the highest.
- 3 Do hard work when your mind is fresh.
- 4 Create uninterrupted blocks of time for major tasks.
- 5 Set time limits for each task. Unfinished business can be a stimulus which will motivate you to continue to complete the tasks.
- 6 Be efficient even in small things. Keep details and low priority activities for “trivia time” sessions.
- 7 Allow time for “false starts” with new tasks. This is a natural part of “getting the feel” for what you are doing.
- 8 Tackle unpleasant tasks five minutes at a time. Gnaw away at them. This is sometimes called “The Swiss Cheese Approach,” because you make holes in it.
- 9 Be punctual.
- 10 All meetings must have a plan, an agenda, a clear purpose and a time limit.