TIME MANAGEMENT

There is always time for important things. We don't have to work harder or faster—we have to work smarter.

Set Goals
What would you like to accomplish by next week?
List what you need to do the job.
Which steps can be eliminated? Can you delegate some details to someone else?

Urgent or Important—Or Both?
Time management is a matter of setting priorities, and knowing the difference between urgent and important.
- Important and urgent
- Important, but not urgent
- Urgent, but not important

Log Your Activities and Ask Yourself
What am I doing that doesn't have to be done?
What am I doing that someone else can do as well or better?
What am I doing that could be done more efficiently?
What am I doing that wastes the time of other people?

Make Schedules
Prime time: There are times of the day when you are the most efficient. Use that time for most difficult and challenging jobs.
Make lists every day. Write in priority order. Do top priorities in prime time.
Find time for yourself and the things you enjoy.

Delegate
When you delegate, explain the assignment thoroughly.
People can be trusted to use their good sense.

Communication
Handle paper or phone calls only once, if possible. Don't put it aside to get back to it.

Telephone Tyranny
Use the answering machine to screen calls.
Set a time limit for calls. Offer to call back with more information if the call exceeds that limit.

Procrastination
Force yourself to do the worst first.
Analyze why you're putting off doing a job. Maybe it's a low priority item and doesn't need to be done right now.