



Time Management Guidelines

1. Plan your time wisely. Those who fail to plan are planning to fail!
2. Establish goals:
 - a. Know where you are going and what you want to accomplish
 - b. Be motivated to accomplish your goals
 - c. Invest your time in a much more meaningful way
3. Update your goals continuously.
4. Prioritize your goals, using a 1-2-3 ranking. 1=extremely important; 2=somewhat important; 3=little importance.
5. Identify those activities you must accomplish to reach your goals.
6. Identify obstacles that will prohibit you from accomplishing your goals.
7. Schedule your activities, allowing time for: (1) essential activities, (2) routine tasks, (3) previous commitments, and (4) interruptions and crisis situations.
8. Allow yourself “planning time.” Schedule activities for the next day in the evening.
9. Allocate at least one hour a day for uncommitted time to take advantage of targets of opportunity or unanticipated demands on your time.
10. Eliminate “must” activities quickly to allow more time for more demanding activities. Eliminating “musts” will reduce tension and anxiety caused by interruptions and distractions.
11. Prepare a “daily activity list” in priority ranking.
12. Learn to say “No!”
13. Establish a routine of when and where people can reach you. When people know times you are available, they will contact you during that time and not interrupt or distract you throughout the day.
14. Learn to delegate!
15. Ask this question at all times: “What is the best use of my time at this moment in light of my goals?”