

12 Steps to Time Management

1. **Set goals.** Make a list of specific attainable goals, both personal and professional, and set deadlines for reaching them. Review goals monthly.
2. **Make lists.** Create a daily to-do list for your work style. Create a system to identify urgent, important, and “if there’s time” priorities items on the list. Start with urgent items.
3. **Be realistic.** For an eight hour day, plan for six hours of accomplishments.
4. **Get organized.** Get a daybook, buy one or make one with a calendar and note pad, for the central headquarters for your schedules and lists.
5. **Include “Me” time.** Write yourself in for appointments and keep them. Block out time for reflection and other activities to recharge: sports, reading, hobbies, etc.
6. **A place for everything.** Put something where it belongs and it’s always there. If you don’t know where it belongs, decide right away.
7. **Delegate.** Decide what others are able and willing to do, and ask for help if you need it.
8. **Learn how to say no sometimes.** Promise yourself to decline demands upon your time. Practice this if it is difficult for you. Set a limit of how many “got-a-minute?” requests you will entertain each day.
9. **Cluster.** Arrange similar tasks to do at once, or those that need to be done in the same place and go there once.
10. **Effective rather than efficient.** Effectiveness is the right thing at the right time, not the wrong thing quickly.
11. **Start small.** Some call it “chunking,” taking one big goal and downsizing it into smaller doses. Keep your to-do list detailed so daily activities add up to the larger goal over time.
12. **Quality rather than quantity.** Fewer meaningful experiences in a day are more valuable than a slew of blurred memories.



