

Time Management Strategies

Comparison of Time Management Strategies: Dealing with the 24 hour day		
Mayo Clinic http://www.mayoclinic.com/health/time-management/WL00048	Susan Ward, About.com Error! Hyperlink reference not valid.	http://www.partyboating.com/time.htm
Prioritize tasks; plan each day	Prioritize tasks for each day; Set goals for time management & use time management tools; set up a good organizational system	Spend time planning and organizing and set goals; prioritize; use a to do list
Say NO to non essentials		Eliminate the urgent with short term consequences vs. the important with long term; Learn the art of intelligent neglect; learn to say no
Evaluate how you spend your time	Evaluate where you are wasting your time; track daily activities and assess; don't waste time waiting – bring something to do	Consider your prime biological work time (morning/afternoon/evening)
Break up big tasks into 10 minute slots; use the 10 minute rule for dreaded tasks	Set time limits for tasks and stick to them	Conquer procrastination – break up dreaded tasks into 10 minute blocks and accomplish across time
Decrease any distractions		Be flexible – build in time for interruptions
Get sleep; take a break		Reward yourself for accomplishing tasks
Do a quality job the first time		Do the right thing right, but don't be a perfectionist

Try strategies for a while to see if they work; do what works for you; personalize approaches; recognize who you are and how you deal with your own and other people's priorities.