



### **10 Time Management Tips**

1. Recognize that we all do things for our own very good reasons. If you're consistently mismanaging your time, it's getting you SOMETHING. Write down all the benefits you get from not focusing consistently on what you need to do (e.g. *enjoying feeling of "busy-ness", preventing difficult conversations, trying to get someone else to do it, etc.*)
2. Think about what you would be able to achieve in the short-term and long-term if you managed time more effectively.
3. Learn to recognize the activities you usually do instead of the tasks you are putting off. When you find yourself doing one of those activities, take notice! Start your day by doing the most important thing you need to get accomplished.
4. Plan your tasks by asking these three questions:
  - **Results:** What outcome(s) do I need to accomplish?
  - **Activities:** What do I need to do to accomplish those outcomes?
  - **Priorities:** What are the priorities here? What's urgent? What's important?
5. Plan your time by asking these three questions:
  - **Time Estimates:** How much time will each activity require?
  - **Schedules:** When will I do each activity?
  - **Flexibility:** How much flexibility must I allow for "surprises?"
6. Ask yourself if the reason you are not getting something done is an issue of SKILL or WILL. In other words, is it something you have the knowledge, skills and/or experience



to accomplish? Is it something that you feel motivated to do? If not, how will you get what you need?

7. Break your activities into small, “bite-sized” chunks to reduce the anxiety and resistance that comes with taking on overwhelming projects. The smaller the task, the easier it will be to get done, and the more quickly you will see your successes.
  
8. If you know that the task is a quick one, and you are spending way too much time on it, then you may need to get over your need for perfection over completion. Granted, there are some tasks that may need to be as close to perfect as possible. BUT, if you are holding most or all of your tasks up to this lofty standard, then you are setting yourself up for frustration and stress.
  
9. Know when to stop. Plan to work on a task for a certain amount of time – and honor that time limit. Use a timer, plan a phone call, or break for lunch. Schedule **something** that sets a clear boundary for when the work on this task or subtask is finished for the time being.
  
10. Ask for help. Partner with a friend, colleague, coach, partner – someone – to help you identify where you need to improve, improve accountability, and celebrate your successes.