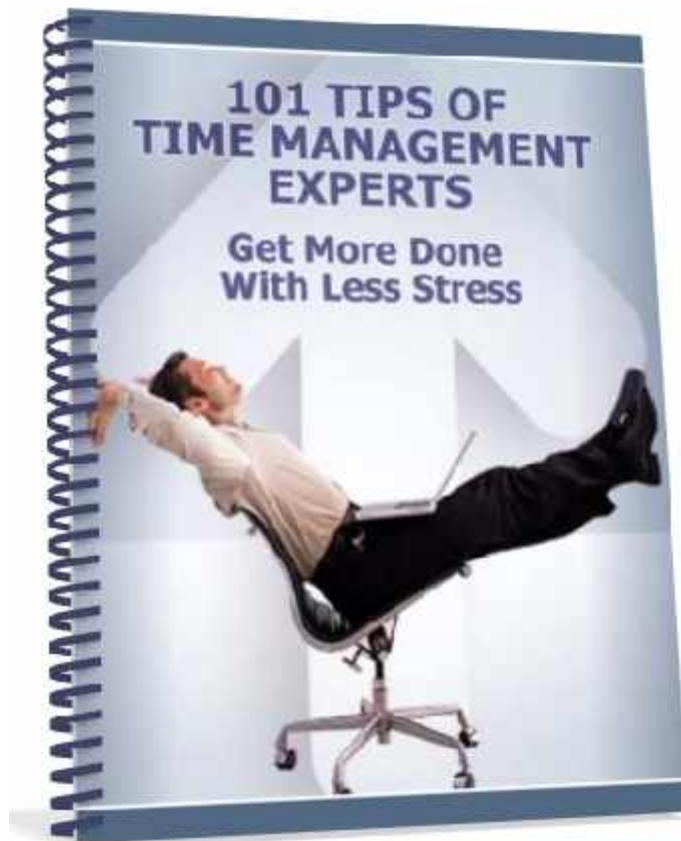

101 TIPS OF TIME MANAGEMENT EXPERTS

**Get More Done
with Less Stress**



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Tips on Time Management

1. **Make a to-do list of everything you want to do or would like to get done.** Creating a to-do list will help you to know and remember everything that needs to get done. You will see at a glance what needs to be done and as you check off each item you complete, you'll feel a sense of accomplishment.

Also there is something magical about writing down a task or assignment you want or need to get done in that it increases the likelihood of you getting it done. It's as if the act of writing it down signals to your mind the importance of completing it.

So make a to-do list for everything you would like to accomplish for the day, week, or even month. Check off each item on the list as you complete them.

2. **Spend a few moments each morning looking over your to-do list.** Decide first what you need to do during the coming day. Then, rank the items that absolutely must be done in terms of priority.

It is important to do this every morning to get into the habit of prioritizing. Studies show that you must do something 21 times to make it a habit. So stick with it, and within a few weeks, you'll find you do this automatically each morning.

3. **Keep track of your daily activities.** For one week, carry a notebook and write down everything that you do during the course of a day. This will allow you to realize where you spend majority of your time and help you set a benchmark for where to begin your time management efforts.

From this information, look for obvious time wasters like running to the grocery store several times a week for forgotten items or spending 10 minutes every morning searching for your car keys. When you see how your time is really spent you'll be able to identify areas that can be improved.

4. **Identify the activities in your day that are time-stealers.** Keep track of how much time you spend reading emails, browsing the web, and chatting on the telephone as these are some of the most well known time-stealers. After you realize how much time you spend on these activities, find ways to minimize the time you spend on them.

It is likely that, just by your realization, you will automatically start to decrease your time-stealing activities.

5. **Start by setting achievable goals.** Even the smallest goals can put you on the track to better time management skills. Set a small goal, like not reading personal emails during work hours for a week or filing your mail the day it comes in instead of letting it pile up. Once you've achieved this small goal, move on to something bigger. Before you know it, your time management issues will be a thing of the past.
6. **Find a time keeping tool that works for you.** Some sort of time management device is important for making your time management goals a reality. Whether it's a computer program, a PDA (personal digital assistant), a wall calendar, a desk calendar, or something else; the key is to find something you like to use and use it.

Be sure to pick only one system. Having different systems for work and home may lead to confusion.

7. **Use the calendar option in your electronic device.** Whether you use an online calendar, the calendar with your email software, your Palm Pilot and Blackberry, or even your cell phone – use the calendar feature to list all of your appointments, deadlines, and important dates because it will help you to visually see what you have planned for the coming day, week, and month.
8. **Delegate whenever possible.** If you need to pick up dry cleaning, get gas, and stop at the grocery store on the way from work, consider asking your spouse to take some of the load for you. Asking for a little help sometimes can save your sanity and free up time in your schedule to help things run more smoothly.
9. **Start a routine and stick to a schedule.** Routine and schedule – two words that most people hate – are the two most important words when it comes to effective time management. It is important to establish a

routine and a schedule and it is important to work hard to stick to them as much as possible.

Do yourself a favour and get your entire family involved. If everyone is aware of what they're expected to do and when, things will run a lot smoother.

10. Don't waste time waiting. One of the biggest time wasters that people complain about is waiting. Instead of just waiting before your next doctor's appointment or while the oil is being changed in your car, take along something to work on, like your task list for the following day or your check book if it needs balancing.

11. Combine activities. Whenever possible, complete two activities at once. If you take public transportation to work, use that time to read those reports for work. While you're waiting for your kids to finish swimming lessons, write your grocery list. Or pay your bills while you listen to your favorite music. Combining tasks is a well known time management strategy to help you get more done in less time.

12. Definition of time management means challenging your routine. Time management means more than just keeping track of how you spend your time – it means finding ways to challenge your routine to get more out of the time you have during the day.

Try rearranging your schedule to fit more in the time you have. Make sure not to over-schedule your day whenever possible. Balance is the key to getting the important things done, while still finding time to enjoy life.

13. Make sure to schedule some downtime in your plan. Time management sometimes means doing nothing but gathering your thoughts in silence each day. Going into silence may be the most productive time management technique you can apply within your day. It will center and relax you while creating a sense of clarity of what you need to accomplish. It will also recharge and energize you so that you can be more effective during your uptime.

14. Set a time each day for uninterrupted work. Whatever it is you have to work on, make it a priority to have some time every day for uninterrupted work. You can do this by turning off the ringer on your phone or putting up a do not disturb sign in front of your door for a few