

Time Management Tips

Put your goals in writing. Time is life. Don't leave it to chance. Determine where you would like to be in 10 years or 5 years in your career and other areas of your life and put those goals in writing. Then schedule time to work in that direction. Where you will be in 10 years or 5 years is determined by what you are doing today, tomorrow and next week.

Plan your day. If you have no objectives for the day you will likely have a matching set of results. Plans are the handrails that guide you through the day's distractions and keep you on course. Plan what you will do at the start, evaluate progress during the day, and measure results at the finish.

Schedule your tasks. Listing jobs on a "to do" list shows your intention to work on them; but scheduling important tasks in your planner reveals a commitment to get them done. Make appointments with yourself at specific times to work on your priority tasks.

Say "No" more often. Some people say, "Yes" to others simply because they're available or don't want to offend. Make sure the request is compatible with your goals before you agree. Have as much respect for your time as you have for other peoples' time. Remember, every time you say "yes" to something, you are saying "no" to something else that could be more valuable.

Practice the Pareto Principle. This 80-20 rule or Pareto Principle suggests that 80% of your results come from 20% of the things you do. Focus on the priorities, and if some things don't get done, let it be those less important tasks.