

12 QUICK TIPS TO MASTER TIME MANAGEMENT

1. Start your day by taking 5-10 minutes to plan out your day
2. Make a list of the 8 most important things that need to be done
3. Rank them in order of importance
4. Start with the most important tasks first
5. Finish everything on your list before you leave for the day
6. Have a Daily, Weekly, Monthly, and Yearly list
7. Only check your email a few times a day, and only read it when you have time to respond to it
8. Only touch it once! If you pick something up – take care of it, right then and there. Don't bounce from project to project before finishing up
9. Eliminate as many distractions as possible. Isolate yourself from non-productive activities that consume your time
10. Keep your daily schedule in front of you all day so that you don't lose sight of what you have to do
11. Cross things off your list as you go. If it's a digital list, just delete them
12. Throw it away. Emails, handwritten notes, memos, trinkets, papers...
If you're probably never going to use it again – get rid of it