

TIME MANAGEMENT TIP SHEET

- Stay aware of your key priorities
 - In many work environments, you can end up reacting to fires instead of spending your time on your most important activities. Periodically, reflect on your 3-5 top priorities, and consider whether or not you are allotting your time accordingly.
- Set aside regular time for prioritizing your daily tasks
 - A good discipline to develop is to take time at the beginning of each day (or both), to review your outstanding list of tasks, and determine which ones you will need to accomplish that day.
- Be realistic about timelines
 - People can often create time management issues for themselves by being overly optimistic about how long it will take them to complete a given task. When making time estimates, make sure to include a buffer for yourself (for unforeseen developments or unexpected interruptions), so that you can stay on track.
- Delegate appropriately
 - Are you completing a lot of low impact tasks that would more appropriately be done by others? Making adequate use of the resources around you will help you to use your time efficiently.
- Watch out for distractions
 - Do you end up wasting time with social media? Are you someone who can get caught up in socializing at the expense of working? Be conscious of the ways that you are unwittingly spending your time.
- Track your use of time
 - If you find yourself at a loss for how you use your time, track it for awhile. This can help you to see times when you might be getting distracted, times when you might be unrealistic about how long it takes to get something done, and other inefficiencies.

- Take time for yourself
 - While it might seem like a good idea to work around the clock, you will be more productive if you give yourself adequate time to recharge. While there may be times when you need to burn the candle at both ends, in general, opt for a more balanced existence.
- Learn to say “no”
 - If you have difficulty managing your time because you have a tendency to take on more work than is achievable, due to a desire to be helpful, increase your comfort saying “no” or “not now” to others’ requests.
- Watch out for procrastination
 - If you tend to wait until the last minute to get things done, set milestones for yourself and communicate them to others. Doing this creates deadlines for yourself that will likely increase your motivation to get stuff done.
- Recognize when it is important to delay gratification
 - It can be natural to get caught up in the things you like to do, as opposed to the most important things. A good strategy can be to complete a less enjoyable task, and then reward yourself with the more enjoyable activity. In this way, you can guard against having too many tasks that you dread awaiting you.
- Make good use of time during meetings
 - If you are in the position of holding meetings, make sure that the time allotted aligns with the purpose. Although for many, the standard is to have 60 minute meetings, if you only need 30 minutes, then go with that. And, if you don't require a meeting, cancel it and use the time for something else.