



## Time Management

Managing our time is a continual challenge. No matter how disciplined we are, or how well we have a system worked out, interruptions arise. Learning to manage these interruptions and unplanned for work or meetings will allow you to accomplish both your planned and unplanned tasks.

Remember, there are only so many hours in a day and only so much you can humanly accomplish in a day, so plan accordingly. Set yourself up for success.

### Tip

My mom taught me to enjoy the moments we get, to make the most of them and appreciate them. I have carried this lesson with me through my professional life. When I can escape the office, even for 5 minutes, I allow every inch of my being to relax, not think about work and just be. These moments reinvigorate me for the remainder of the day. Schedule moments to escape.

### Strategies

1. Prep for the day. Do the work needed to allow you to focus on the work you need to accomplish.
  - a. If there are chores or errands you need to get done, do it.
  - b. Start your day ready to go. Make your bed, work out, meditate, and prepare to have the best day you can.
  - c. If you say it will be a great day, then your entire outlook will reflect that.
2. Focus on your outcomes, what you achieve, not the amount of work you get done. It's important we produce quality work not quantity.
3. Cut out distractions. Your phone, email, social media all of it. Limit notifications, schedule chat time. Allowing interruptions creates half-work, half-work will always disappoint you.
4. Do not multitask, this never works.
5. Delegate tasks. You do not need to do everything.
6. Start every day with a clear focus. Let go of yesterday's mistakes. Today is a new day, focus on the gift of a fresh start.
7. Have a dynamic task list.
  - a. In addition to having a list of what you need to accomplish, capture activities done throughout the day and update as needed. Use your list as a way to show yourself all the amazing things you accomplished. Learn to appreciate your hard work.
  - b. Include strategic and relationship building activities
  - c. Prioritize tasks
  - d. Set time limits to each task, but do not abandon tasks
  - e. Focus on high value activities. These are the activities which produce the biggest results for you. They can seem little, but for you, they are the most important.
8. Stop procrastinating. Stop thinking, planning, and researching and just get started. Period. Remember you can edit and start over, but the longer you think or plan, the longer it takes you to get started.
9. Each evening review your day. Did you accomplish what you set out to? What did you learn?



10. Create a time audit. Really examine where you spend your time. Make adjustments as needed.
11. Plan ahead
  - a. The night before look at your schedule for the next day. What meetings do you have, what projects, what appointments. Take a few minutes to mentally prepare for the next day and update your calendar as needed.
  - b. First thing in the morning review your day. Make sure you have everything you need to be successful. Alter your routines as needed to ensure maximum success for the day.
12. Do your most difficult tasks first thing. No one likes to do these, but the quicker we get them done, the better.
13. Change up your routine. Sometimes all you need is a slight variation, eat dessert first, take a different route to work, walk your dog before you go to work, anything to make the day feel fresh.
14. Leave a buffer between tasks and meetings. Meetings always have after meetings. After the after meeting, you will need a minute to refresh, to collect your thoughts, grab a glass of water and use the restroom. Make sure you schedule time for these activities.
15. Follow 80/20 rule, 80% of results come from 20% of the work. Focus on the 20% of the work which creates the largest results.
16. Stop being perfect. Learn the art of good enough. Nothing will ever be perfect.
17. Say no. When someone asks you to join a group or take on a new task learn to reply with let me check my calendar and get back to you. That will allow you to really think if you want to take this new challenge on.
18. Create habits. Habits allow us to navigate routine chores or processes with little thought or energy. They also allow us to make sure we accomplish the little things we need to.
19. Find inspiration. Be creative. Take a minute to look at the beauty of nature.
20. Combine similar tasks together. This will allow you to accomplish more in less time.
21. Remember less is more.