



## Time Management Tips and Ideas

- Schedule a week in advance – this way what is planned actually gets done, because nothing else gets in!
- Plan in advance every week – to set up for success the following week
- Lead with your schedule first – offer times based on what fits your schedule rather than just saying – “when is best?”
- Close the door – controlling interruptions
- Use a planner – electronic or paper; find the discipline
- Control email – specify time to respond to emails – rather than letting it distract you all day long; turn off notifications when focus and absolute presence is necessary
- Control the phone – answer calls and return messages on your terms, not just because it rings
- Filter on values and value – eliminate what doesn’t honor your values and/or doesn’t lead you closer to your vision
- Eat the frog – do the difficult/important first
- Control your environment – eliminate negative input and minimize distractions
- Time block – set personal appointments for things that matter most
- Be accountable – to someone you respect
- Know yourself – don’t compare or try to be someone who has different strengths
- Handle things once – doubling up creates redundancy and inefficiency
- Say no – it doesn’t mean you don’t care!
- Do one thing at a time
- **Pick no more than 1 or 2 off this list; establish new habit, then move on**