

Time Management Hints

- Find an organization system that works – and stick with it!
- Set your priorities
- Control interruptions
- Schedule time for your work day
- Batch routine work
- Recondition the expectations of others
- Re-clarify goals and priorities – daily
- Delegate!
- Handle paper once
- Manage your e-mails & telephone calls
- Break a project into actionable pieces
- Identify and challenge things that waste time and effort
- Balance your work and leisure time