



TIME MANAGEMENT TIPS
Managing Your Relationship to Time

- ◆ DON'T focus on time. We cannot manage time, we can only manage ourselves.
- ◆ Don't open email for the first 30 minutes of each day. Use this time to plan for your day or focus on priorities.
- ◆ Turn off the email alert sound.
- ◆ Break huge tasks down into small pieces. Focus on the next step.
- ◆ Do first things first. Focus on the 20% of the activities that produce 80% of your results.
- ◆ Eliminate ASAP. Establish a realistic due date and clarify what is expected.
- ◆ Identify how you waste time. Implement strategies to eliminate your time wasters.
- ◆ Identify your peak performance time of day.
- ◆ Schedule difficult and thinking tasks during your peak performance time of day.
- ◆ Use a timer to track of focus times of short duration.
- ◆ Schedule priorities at the beginning of the week.
- ◆ Accumulate errands and cluster together to reduce trips.
- ◆ Review next day's schedule at night before you go to bed.
- ◆ Hire a professional to create the systems you need.
- ◆ Decide to decide.

What you focus on is your choice. Choose wisely!

Need Help, Call 415-897-5544

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