10 Time Management Strategies

Start with a Plan

This starts with making a To Do list. Get everything out of your head and down on paper or in an electronic format.
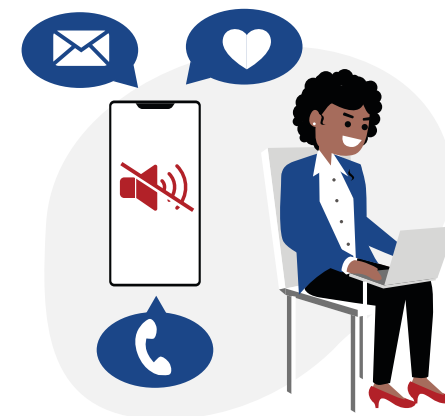
Split Up Large Projects

One of the things that will bring you down is feeling overwhelmed. One way to motivate yourself is to break up your large projects into smaller, more manageable tasks.

Prioritize

Use the Pareto Principle and the Eisenhower Matrix to identify and prioritize your tasks.

Limit Distractions

Identify the things that distract you. Phone? Put it in the other room. Email? Turn off your notifications.

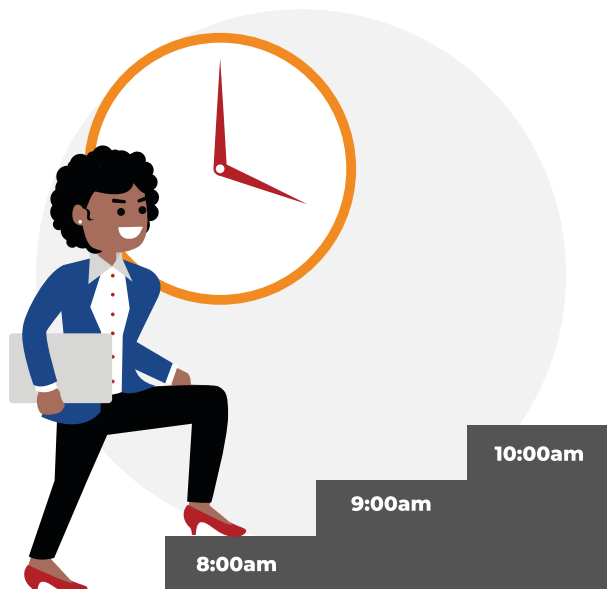Learn Time Management Strategies   Register Here

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Leave Emails for Later

Schedule specific times of the day to check your email. Preferably not during your Einstein windows.

Reduce Multitasking

8:00am
9:00am
10:00am

It may feel like you're tackling more things on your To Do list, but studies show that multitasking makes you less productive. Complete a task you're working on before moving on to the next item on your list.
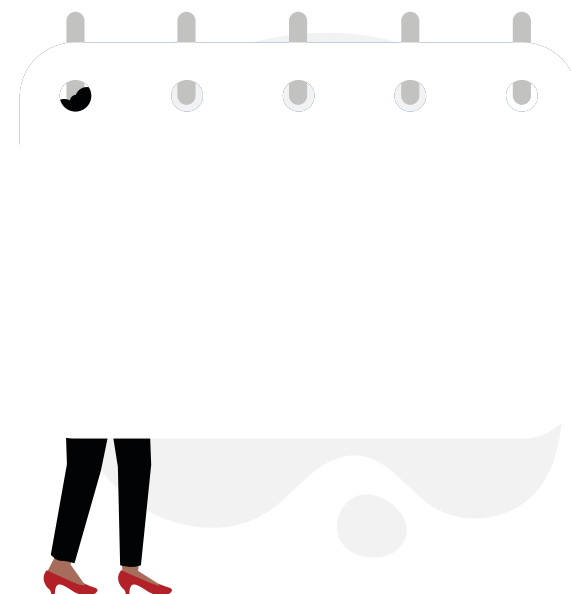
Block Your Time (Big Rocks)

Schedule your important tasks on your calendar. Your smaller, quicker, more unimportant tasks can go on a task list so you don't crowd your calendar.

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Know When to Say No

Use the Yes-No-Yes method by saying Yes to the person (positive statement), No to the request (politely decline), Yes to the alternatives. For example, "Thank you for inviting me to the meeting. I'm currently swamped with another project and won't be able to attend. Could you send me the meeting notes afterward?"

Delegate

Identify tasks that others can handle. Choose the right person based on their skills and availability, provide clear instructions, and set expectations.

Sharpen the Saw

When you're exhausted you don't perform as well as if you were fully rested. Make sure you take time to reset your energy clock. Regularly investing in yourself improves productivity, creativity, and overall happiness.

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