



Tips for Time Management

It's helpful to think of time management as two layers that interact with each other:

- ✓ **Big-picture time management involves reviewing your long-term goals, setting priorities and making plans to meet your goals. When you organize the big picture, you'll find that you use your time more effectively day by day.**
- ✓ **Daily time management activities include those that help you organize your time and resources so you can meet your big-picture goals.**

Big-Picture Time Management

- ✓ Review your career goals.
- ✓ Establish long- and short-range objectives to help you meet your career goals.
- ✓ Make a list of yearly, monthly and weekly objectives and prioritize them.
- ✓ Delegate responsibility when appropriate.
- ✓ Build a support network and ask for feedback.

Daily Time Management

- ✓ Make daily "to-do" lists and prioritize them. Review lists periodically to make sure everything is necessary.
- ✓ Do your most difficult tasks when your energy is at its peak.
- ✓ Break large jobs into smaller parts.
- ✓ Do one job at a time.
- ✓ Plan quiet time during the day when you can get your work done.
- ✓ Handle each piece of paper only once.
- ✓ Find ways to eliminate or streamline procedures.
- ✓ Manage your mail and phone calls.
- ✓ Learn to say "no" to demands that don't benefit you.
- ✓ Reduce clutter.
- ✓ Organize your workspace.
- ✓ Use calendars.
- ✓ Forget about perfection.

