Time Management: Time Management Tips

We each have exactly the same amount of time in each day, each week. So why does it seem that some people get so much more done in the same number of minutes, hours, days, weeks, and months?

Time management isn’t difficult to learn. It is difficult to embrace, implement, and sustain. You’ve heard or read all of these tips before. The difference might be that this time you make a commitment to implementing them forever! Check the ones you will start tomorrow. Add a couple of your own time-management tips at the end of the list.

- Set goals.
- Establish a daily action list.
- Get up earlier.
- Complete the most important or most difficult task first.
- Focus your attention on one thing at a time.
- Set aside short time periods for emails.
- Batch like tasks together.
- Prioritize.
- Define time limits for tasks.
- Organize your space.
- Create organization systems.
- Stick to your plan.
- Allow time buffers between tasks.
- Close your door.
- Use waiting time efficiently.
- Disengage effectively.
- Do less.
- Eliminate the nonessential completely.
- Say no.
- Be conscientious of time wasters: television, Internet, talking.