TEN TIME TIPS

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1. Spend Time Planning And Organizing



Using time to think and plan is time well-spent.



In fact, if you fail to take time for planning, you are, in effect, planning to fail.



Organize in a way that makes sense to you.

2. Set Goals

Goals give your life, and the way you spend your time, direction. Goals can give creative people a much-needed sense of direction.

3. Prioritize

Use the 80-20 Rule originally stated by the Italian economist Vilfredo Pareto who noted that 80 percent of the reward comes from 20 percent of the effort.

4. Use A To Do List

Some people thrive using a daily To Do list which they construct either the last thing the previous day or first thing in the morning.

5. BE FLEXIBLE

Allow time for interruptions and distractions.

6. Consider Your Biological Prime Time



That's the time of day when you are at your best. Are you a "morning person," a "night owl," or a late afternoon "whiz?”



Knowing when your best time is and planning to use that time of day for your priorities (if possible) is effective time management.

Noted management expert, Peter Drucker, says "doing the right thing is more important than doing things right."

7. Do The Right Thing Right.

8. Practice The Art Of Intelligent Neglect



Eliminate from your life trivial tasks or those tasks which do not have long-term consequences for you.



Can you delegate or eliminate any of your To Do list?



Work on those tasks which you alone can do.

9. Conquer Procrastination

One technique to try is the "Swiss cheese" method described by Alan Lakein. When you are avoiding something, **break it into smaller tasks** and do just one of the smaller tasks or set a timer and work on the big task for just 15 minutes.

By doing a little at a time, eventually you'll reach a point where you'll want to finish.

10. Reward Yourself

If we learn to balance excellence in work with excellence in play, fun, and relaxation, our lives become happier, healthier, and a great deal more creative.



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