



## Tips for Time Management

1. List your tasks and goals.
2. Set priorities – Rank and order each item A, B, C. Concentrate
3. Ask yourself often, “What is the best use of my time right now?”
4. Distinguish between what is important, and what is urgent.
5. Do it now. Avoid procrastination.
6. Do one thing at a time.
7. Remember, allow time for interruptions, keep interruptions short.
8. Keep a positive attitude.
9. Stay cool. Listen and obtain relevant information. Use your energy to find solutions.
10. Be ruthless with time, gracious with people.
11. Take time to prepare before you begin a task.
12. Stay fit to maintain energy.
13. Control your job instead of it controlling you.