

7 Keys To Excellent Time Management!

1. Have clear written goals for your day, your week and your month. With goals you know you are moving in the right direction!

2. Clear, written strategies - these are the steps you need to take to achieve your goals - these are an essential part of your time management.

3. About 20% of what we do each day is vital, the rest is not. So setting a priority list is a great way to manage your time.



4. Have your daily prioritised to-do list - handy at all times. Highlight just the essentials on your list. Tick off your tasks as you complete them.

5. Stay focused! Finish one task at a time. Scattered energy is stressful and time consuming.



6. Procrastination is the thief of time. Become a dedicated 'do-it-now' person. Put a stop to putting it off!

7. Keep your life in balance. Take some time each day for the ones you love. Do something each day that you value. Reward yourself often!

How Do You Make The most Of Your Day?

You plan it! You set yourself daily goals. You build in regular short breaks

You have your to-do list. You have prioritised your tasks.

You practise saying 'no' without feeling guilty.

You have learned how to delegate non-priority tasks.

You are in the driver's seat and it feels good. You are confident.

When you are busy and someone comes up to your desk you stand up. (It shortens the interruption believe me!)



You budget your time. You know pretty accurately how long each task will take.

If you notice you are starting to feel tired or stressed, take a break!

"If it wasn't for the last minute, I'd never get anything done!"

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