

Time Management Checklist

By Jake R Brady

- Time Management Basics
 - Start early on projects.
 - Plan ahead (as far in advance as feasible).
 - Respect time - don't waste it.
 - Keep track of time use.
 - Say 'no' more often.
 - Be in control of your own life.
- Organize Your Time
 - Put your personal and organizational goals in writing.
 - Have long-term objectives.
 - Set and respect deadlines to complete priority goals.
 - Set priorities according to importance, not urgency.
 - Do one important thing at a time but several trivial things simultaneously.
 - Take frequent breaks from difficult tasks.
 - Divide up large projects.
 - Make minor decisions quickly.
 - Start earlier in the morning.
 - Save your best time for important matters.
 - Have set times each day to review your e-mail.
 - Do something productive while waiting.
 - Have meetings start on time, end on time and have a timed agenda.
 - Hold meetings only when absolutely necessary.
 - Use checklists for recurring events.
 - Reserve time in your day when others don't have access to you.
 - Limit distractions.
 - Set a specific time to check email.
 - Make notes while you are talking on the telephone.
 - Schedule some personal time.
 - Recognize you can't do everything.