

Time Management

The following strategies will help you get the right things done in less time.

- Start your day with a clear **focus**. ...
- Have a dynamic task list. ...
- **Focus** on high-value activities. ...
- Minimize interruptions. ...
- Stop procrastinating. ...
- Limit **multi**-tasking. ...
- Review your day.

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- Set Goals; Be positive, Personal, and Possible
- Prioritization... Important, Urgent
- Create a To-Do List ... Specific, Measurable, Achievable, and scheduled.
- Look at the 80/20 Rule (Pareto's Principle) ... 80% of your results come from only 20% of your actions
- Prioritization of your goals
- Being Assertive ... Being able to say No at times
- Planning Wisely ... using a notebook

