

TIME MANAGEMENT BEST PRACTICES

Keep a Schedule: Utilize your calendar and other scheduling tools to keep track of meetings and important deadlines.

Monitor Progress and Stay on Schedule: Monitor progress closely and maintain control over the schedule to ensure work is completed on time and within scope.

Time Blocking: Create time blocks to focus on completing specific tasks.

Create a “To Do” List: Organize all your tasks in one structured list.

Prioritize and Organize: Categorize your “to do” list tasks by importance and level of urgency.

Group Like Tasks: Work on all tasks related to like topics to avoid spending time and energy switching your brain to refocus on different topics.

Break Down Task: Break down larger tasks into smaller more manageable tasks.

Task Management Tools: Utilize task management tools such as project management platforms, task trackers, timeline tools, cloud-based office tools such as Microsoft Office, Google Suite, etc.

Set Clear Goals: Set daily goals on what you want to accomplish.

Do the “Hardest” Tasks First: Complete the “hardest” task or the one that will take the most time first each day.

Delegate: Get help from others and distribute tasks when appropriate.

Avoid Multitasking: Focus on one task at a time.

Avoid Procrastination: If a task can be completed on the spot rather than putting it on a “to do” list, complete it.

Avoid Distractions: Reduce or eliminate time spent on side conversations, social media, any other activities which may be distracting.

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Avoid Last-Minute Work: Reduce stress by avoiding completing tasks at the last minute.

Clear Communication: Maintain clear communication to ensure all stakeholders are clear on the next steps and deadlines.

Email vs. Meeting: Consider if topics that would be covered in a meeting can be communicated via email instead to save attendees' time.

Clean Email Inbox: Maintain a clean email inbox to ensure all communication has been read, action items completed and all emails have been followed up on.

Be Prepared for Meetings: Review the agenda before meetings if available to ensure you come prepared and stay focused on the agenda topics.

Plan Ahead: Spend the last few minutes of the day preparing for the next day.

Organize your Physical Space: Avoid clutter. Physical clutter can influence mental clutter.

Take Breaks: Take breaks as needed to recharge and avoid burnout.

Be in Control: Stay in control of your time!