

Managing Time For Greater Productivity

These tips will help make your day go more smoothly.

- Get set the night before. Review next day's schedule and place everything you need in one place as close to the door as possible: planner, appointment information, any returns you need to make etc.
- Give yourself plenty of time to get places.
- Do "like" things together such as phone calls, emails, errands in one area, etc.
- Break down a big project into smaller segments. Handle only one step at a time.
- Read email once and take immediate action. Treat it just the way you do mail.
- Only check email a few times a day. Keep track of the time you're on the computer.
- Follow your body clock. More creative in the morning or in the evening? Save difficult projects for the time you are most alert.
- When determining priorities, base the order of the projects by their importance, not the time it takes to complete them.
- List your priorities and focus on the most important ones first. Leave the less important "easy" ones until later.
- Block out time in advance to work on your long-term projects.
- Confirm appointments in advance.
- Estimate the time it you think it will take to accomplish a task; then compare it to the actual time.