



21 TIME MANAGEMENT TIPS

Time management is life management

1. Create a daily plan
2. Get an early start
3. Do the most important task first
4. Say "no" sometimes
5. Get plenty of sleep
6. Stay focused on the task at hand
7. Turn key tasks into habits
8. Be conscientious of TV and Internet time
9. Set a time limit to complete a task
10. Leave buffer time between tasks
11. Batch similar tasks together
12. Don't try to tackle your entire to-do list at once
13. Eat healthy and exercise
14. Do less and simplify
15. Utilize weekends, just a little bit
16. Create organizing systems
17. Do something during waiting time
18. No distractions, no excuses
19. Commit to your plan and do something
20. Eliminate non-essential clutter
21. Find time to be still