

# 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.