

# 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.