



# Use Your Time Wisely

How many times a week (or a day) do you say “I don’t have time?” If you say it often, stop yourself and consider if that really is true. It may be that you have more time than you think you do. Consider where your time goes and follow these tips for using your time wisely:

- ✓ Get a planner with a monthly and weekly view and use it! Enter all the dates you must remember, break down tasks in it, and carry it with you so you can refer to it often.
- ✓ Learn to set priorities on things like goals, tasks, meeting agenda items, interruptions.
- ✓ Start with A-priority tasks.
- ✓ Be here now! Concentrate on what you are doing, when you are doing it.
- ✓ Use big blocks of time for big jobs.
- ✓ Break large tasks down into parts that are easier to accomplish.
- ✓ Create “quiet time” for yourself. An hour will do, and keep in mind that you may not always make that hour happen, but it’s worthwhile to try it.
- ✓ Find a hideaway. Any space that feels comfortable to you and where you can be alone will work beautifully.
- ✓ Set time limits. For example, some decisions shouldn't take more than three minutes to make. Know how to recognize these.
- ✓ Learn to say "no" when you've got something important to do.
- ✓ Learn to delegate. You don’t have to do everything yourself!
- ✓ Try to handle paper only once.
- ✓ Group together similar tasks and do them all at one time.
- ✓ Minimize routine tasks; spend only the time they deserve. Shorten low-value interruptions. Throw away junk mail and other low-value paperwork. Delegate, shorten or defer indefinitely the C-priority tasks.
- ✓ Don’t be a perfectionist! Everything is a process, and we all have to start somewhere. Don’t expect to start with perfection!
- ✓ Be realistic about what you can do in the time you have.
- ✓ Don't over-schedule. Allow some flexible time for crises and interruptions.
- ✓ Fight procrastination. Do it now!
- ✓ Get the job done right the first time.
- ✓ Do difficult things quickly. Remember that procrastinating on these things does not make them easier!
- ✓ Think things through before acting on them. This can help you avoid the problem of having to do something over again.