20 SUGGESTIONS FOR BETTER TIME MANAGEMENT

1. **Develop the desire to manage your time effectively.** Without the motivation to organize time, most of the suggestions that follow will never be used.

2. **Be physically vigorous.** Maintain good health by eating properly, getting enough sleep and exercising regularly. These seem to be correlated with good time management.

3. **Expand your horizons.** Try to do something new and different as often as possible. It increases adaptability and flexibility.

4. **Face up to the fear of failure.** Enormous amounts of time are consumed by fear of failure, insecurity, rigidity, and worry.

5. **Set goals and establish priorities.** Once long and short terms goals are decided and priorities are set, allocate time accordingly.

6. **Plan.** Know where you want to go and plan accordingly. Use daily “to do” lists.

7. **Delegate whenever possible.** Be careful not to take all the responsibility all the time.

8. **Learn to procrastinate effectively.** Respond only to real needs, preferably yours. Put off until tomorrow that which by tomorrow may not have to be done at all.

9. **Consider all waiting time as a “gift of time”.** Use unexpected waiting time to your own advantage-relax, plan, read, etc.

10. **Control the flow of paper.** Handle a piece of paper only once. When in doubt, throw it out.

11. **Arrange some time to relax.** Refresh and do nothing.

12. **Use driving time** to review or practice something.
13. Decide which things in life are worth perfectionism and let yourself do less than perfect on things which aren’t.

14. Learn to say no to others when appropriate.

15. Examine old habits for possible streamlining.

16. Post signs and notes to yourself to remind you of your goals.

17. Don’t waste time feeling guilty about what you don’t do.

18. Eat a light lunch so you don’t get sleepy in the afternoon.

19. Get an early start on major projects.

20. Often ask yourself: What is the best use of my time right now?