



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?**