20 QUICK TIPS FOR BETTER TIME MANAGEMENT

No one can dispute the countless benefits technology has brought us.



- [ ] Create a daily plan
- [ ] Peg a time limit to each task
- [ ] Use a calendar
- [ ] Use an organizer
- [ ] Know your deadlines
- [ ] Learn to say "NO"
- [ ] Target to be early
- [ ] Time box your activities
- [ ] Have a clock visibly placed before you
- [ ] Set reminders 15 minutes before
- [ ] Focus
- [ ] Block out distractions
- [ ] Track your time spent
- [ ] Don't fuss about unimportant details
- [ ] Prioritize
- [ ] Delegate
- [ ] Batch similar tasks together

- [ ] Eliminate your time wasters
- [ ] Cut off when you need to
- [ ] Leave buffer time in-between

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