



Ten strategies for good time management

There are many strategies and habits that can improve our time management ability. Here are ten that many people find useful.

Review the strategies in the list below. Check those that you already use well, and any that you think would be helpful.

	I do this well	I want to try this
1. Keep a to-do list Write down your tasks, and keep the list updated through the day.	<input type="checkbox"/>	<input type="checkbox"/>
2. Set priorities Review your list at the start of the day and identify the important and urgent tasks.	<input type="checkbox"/>	<input type="checkbox"/>
3. Schedule tasks Plan a time to work on your priority tasks. Give yourself deadlines for completion.	<input type="checkbox"/>	<input type="checkbox"/>
4. Get organized An organized workspace, like a desk, helps you focus on the actual work rather than looking for missing items, like a document you need. Breaking a big job into steps is another way to organize your work.	<input type="checkbox"/>	<input type="checkbox"/>
5. Minimize time wasters When you are trying to focus, avoid distractions and interruptions like social media sites, and listen to music that helps you focus.	<input type="checkbox"/>	<input type="checkbox"/>
6. Stop procrastinating Putting off a task does not make it any easier, and can cause a lot of stress when we run out of time.	<input type="checkbox"/>	<input type="checkbox"/>
7. Do one thing at a time Life today is full of multi-tasking, but we work better when we focus just on the task at hand.	<input type="checkbox"/>	<input type="checkbox"/>
8. Take breaks Short breaks help us deal with stress, renew energy, and refocus. Use them as a reward after you've worked hard or made good progress.	<input type="checkbox"/>	<input type="checkbox"/>
9. Look after yourself Good time management takes concentration. To be at your best, get enough rest, healthy food, and exercise.	<input type="checkbox"/>	<input type="checkbox"/>
10. Be flexible Life doesn't always follow our plan! Sometimes priorities change. Sometimes we have more time than we expected.	<input type="checkbox"/>	<input type="checkbox"/>