



## **TIME MANAGEMENT TIPS**

- 1) **PRIORITISE**  
Put first things first. Organise and execute around priorities.
- 2) **ELIMINATE THE PERFECTIONIST ATTITUDE.**  
There will be some errors and mistakes – Aim for excellence.
- 3) **HANDLE PAPERS ONLY ONCE.**  
Use the rubbish bin!
- 4) **DELEGATE ANYTHING THAT ANYONE ELSE CAN DO BETTER, QUICKER OR MORE EFFICIENTLY.**
- 5) **MAKE SURE THAT THE FIRST FEW HOURS OF YOUR DAY ARE SUPER PRODUCTIVE.**
- 6) **USE THE LAST FIFTEEN MINUTES OF YOUR DAY TO PLAN FOR TOMORROW.**
- 7) **USE YOUR DIARY THOROUGHLY.**  
Use “To Do” lists.
- 8) **SLEEP LESS.**  
Train yourself to set the alarm five minutes earlier, when you are comfortable, set it another five minutes earlier (*Result: Gain one extra hour a day for business or pleasure*).
- 9) **ASK, “WHAT WOULD HAPPEN IF I DON’T DO THIS TASK?”**
- 10) **CONCENTRATE ON RESULTS** not being busy.
- 11) **YOUR DESK IS A CLEARINGHOUSE - NOT A STOREROOM.**
- 12) **TRY TO FINISH WHAT YOU START.**  
Don’t jump from one job to another leaving a string of unfinished tasks.
- 13) **CONTROL UNNECESSARY INTERRUPTIONS.**  
It’s your time that is important.
- 14) **MASTER THE TELEPHONE.**  
Keep the conversation to the point. Bunch calls together.
- 15) **RECORD A TIME LOG** periodically to analyse work habits.
- 16) **THE MAIL/EMAIL.**  
Put mail opening in its perspective.
- 17) **TAKE TIME FOR YOURSELF – TIME TO RELAX AND ENJOY LIFE AND HAVE FUN.**
- 18) **CONSTANTLY USE PARATO’S PRINCIPLE – ‘THE 80/20 RULE’ .**
- 19) **USE THE PRINCIPLE OF “KAIZEN”.**
- 20) **PSYCHOLOGICAL FATIGUE** is common. Learn to relax, prioritise and focus.