

## **Tips for Time Management**

### **1. Set reminders for all your tasks and deadlines**

The key to time management success is to know your deadlines and set reminders. We suggest setting a reminder 15 minutes before a meeting or set a calendar reminder prior to the deadline date for an assignment or project.

### **2. Plan Ahead at the End of Each Day**

Instead of trying to figure out what you should be doing in the morning, spend the last five minutes of each day preparing for the next one. This can increase motivation because you know exactly what you're doing every day before you even log on. It's also a valuable way to make sure you're going to get your most important work done every day.

### **3. Create a daily planner**

Make a list of the tasks that you need to accomplish that day, and note in upcoming meetings or deadlines as you become aware of them. As you complete your list, make sure to tick off the tasks you have completed.

### **4. Give each task a time limit**

On your daily list of things to do, pencil in how much time you think each task will take you. If you don't finish, stop when the time you allotted ends, and come back to it later. Sometimes moving on to different responsibilities and then coming back gives your mind a fresh start and a new perspective.

### **5. Organize Your Physical Space**

A messy desk might not seem like much, but visual clutter can influence mental clutter, and make it hard to focus. Take a quick five minute break to organize your desk. Throw away any papers that are no longer necessary, stack your books in a neat row, and coil any stray wires that might be lying around. Then, when you get back to work, you may find that it's easier to focus.

## **6. Block out distractions**

Set 30-minute blocks to check your email every couple hours instead of checking it every 15 minutes. Make sure you minimize non-work distractions such as your cell phone, social media, or your favorite online store.

## **7. Establish routine**

While at work, create a routine that makes the most sense for your position. Why is this important? For starters, if a chaotic day comes along, you'll still work through the issue while adhering to your routine. By sticking to your routine, you won't be able to procrastinate. Most importantly, your mental health and stress levels with thank you.

## **8. Take Your Break(s)**

It might seem counterintuitive, but one of the best things you can do to improve your time management is to take a break. We tend to react to feeling behind on work by just doing more of it, but your brain needs time to rest and recharge. If you're overworked and burnt out—you won't be able to get anything done, much less tackle your most important work.

## **9. Take Control of Your Time**

Ultimately, time management is more of a state of mind than anything else. To effectively manage your time, prioritize your work so you know what to work on each day. Instead of letting your to-do list dictate your priorities, focus your attention on your intention to really drive impact.