

Maximize Your Minutes

“Time = life; therefore, waste your time and waste your life, or master your time and master your life.”

~Alan Lakein

Set goals

- » Specific
- » Measurable
- » Achievable
- » Realistic
- » Time-based

Organize

- » Schedule carefully
- » Set deadlines
- » Create a habit of organization
- » Get a jump on tomorrow

Prioritize

- » Do
- » Delegate
- » Delay
- » Delete

Learn

- » Be flexible
- » Biological time
- » Concentrate on efficiency
- » Tune out interruptions
- » Learn to say no

Time Management

Effective time management means recognizing that we control how we spend our time, breaking old habits to enhance our work experience and accomplishing goals.

Benefits

- » Increase productivity
- » Identify priorities
- » Accomplish goals
- » Control stress
- » Balance your life

Obstacles

- » Unclear objectives
- » Disorganization
- » Inability to say “no”
- » Interruptions
- » Overload
- » Stress and fatigue
- » All work and no play

