



The Top 10 TIME TAMERS

“IT IS HOW WE SPEND OUR TIME THAT REALLY MATTERS. IF YOU ARE FED UP WITH THE WAY YOU HAVE COME TO INTERACT WITH TIME, CHANGE IT.” – MARCIA WIEDER

- 1. WRITE DOWN LONG-TERM GOALS**
Remember to think SMART: Specific, Measurable, Appropriate, Realistic and Time-bound.
- 2. EVERYDAY, DIVIDE YOUR TASKS INTO A, B, AND C PRIORITIES**
Always start with a high priority "A" task, even if you can only accomplish a small part of it.
- 3. BLOCK OFF TIME FOR ACTIVITIES THAT ARE IMPORTANT**
Make an appointment with yourself, and don't let anyone schedule anything for the time you've put aside.
- 4. STOP SPENDING TIME ON TRIVIA**
Don't spend hours preparing a high tech presentation when a good conversation will suffice, and don't fuss over routine administrative tasks – delegate them.
- 5. HAVE THE COURAGE TO SAY 'NO'**
Don't try to please others all the time. Create personal policies that make it easy to say 'no' and stick to your plan.
- 6. ALWAYS START MEETINGS ON TIME**
Don't punish those who show up on time and reward those who are late. Do something! No matter how minor, just get started.
- 7. SLOW DOWN**
Productivity isn't about going fast, it's about doing the right things. Don't rush around and get upset at things you can't control – a couple of minutes gained aren't worth the added stress.
- 8. COMPLETE UNPLEASANT TASKS FIRST**
The tough stuff usually turns out to be not so bad. Break complex tasks into easy pieces and give yourself a reward for getting something done.
- 9. DON'T BE A SLAVE TO TECHNOLOGY**
Communication devices are simply adding more and more ways to be out of touch with each other. Simplify your life and leave your phone at home – plan for people to reach you some of the time, not all of the time.
- 10. CREATE TIME FOR BALANCE IN YOUR LIFE**
Set aside time for family, fitness, social, educational and spiritual needs. Plan for balance the way you plan for work.

03/09