



## EFFECTIVE PERSONAL TIME MANAGEMENT

- 1. PLAN AND ORGANIZE YOUR DAY** Use what is right for you (calendar, a list on a notepad, a schedule, planning book, files, journal, or computer). Failing to plan causes failure. A good feeling comes from accomplishing work. Reward yourself when done.
- 2. USE A “TO-DO LIST”** Keep paper and pen handy at all time. Daily update your list (at night or first thing in the morning). Develop your own style that is right for you. A list gives a sense of direction and a target to aim for. Decide what you want to accomplish and the steps to get there. Decide what you can do alone and what others can do to help you.
- 3. PRIORITIZE** Decide what needs done immediately or what needs done first in order to get the next few things done. You need to identify or isolate the main 20% of what needs to be done now. The other 80% can be done tomorrow or another day. Put a deadline (time it must be done) on tasks so they are done before they become urgent. That way you won't be a nervous wreck because it has to be done 'right now'. Eliminate wasted time.
- 4. BE FLEXIBLE** You are a success if you only accomplish 50% of your list and plans. Understand that there will be interruptions, distractions, and emergencies. Other people don't care about your plans.
- 5. CONSIDER YOUR BEST TIME** Are you a morning person, an afternoon, and a night owl. Plan to do your “to-do list” at that time.
- 6. DO WHAT YOU KNOW IS THE RIGHT THING** You know the difference between doing what you want to do and doing the right thing. Doing the right thing will bring the most rewards in your life and bring the best effects for the future. Next do the work right the first time and you will accomplish more because you won't have to redo it.
- 7. CHECK OUT YOUR STYLE** Are you're a perfectionist or a procrastinator? Decide on which things you need to pay close attention to and which things just need to be done. Wasted time is spent on unnecessary details. Perfection causes people to procrastinate. If you keep putting things off, try breaking it down into smaller tasks or pick someplace to start (make yourself start) and just do that portion. Then do the next thing. Continue each step until done.
- 8. LEARN TO SAY ‘NO’** No one can take advantage of you if you don't let them. Don't answer the phone or the door during your working time. Tell people you have plans (plans to work) and are not available. Remember, if you have done 50% of your list, you are successful. This leaves room to meet the needs of others.