Tips for Efficient Time Management

1. Spend the first or last 15 minutes of every day making a prioritized to do list.

2. Reevaluate your priorities and progress every day.

3. Decide what times of day you are the most productive, and schedule your tasks accordingly. Work on less important tasks during your low energy times and more important tasks during your peak energy times.

4. Use wait time effectively by planning small tasks to bring with you.

5. Build flexibility into your schedule so that you can adapt when things don't go according to plans or when new priorities arise.

6. When you return a phone call, minimize phone tag by including a time you can be reached.

7. Use email for routine distribution of information.

8. Don't let non-productive tasks consume your time.

9. Take breaks to rejuvenate.

10. Ensure that all goals are SMART goals.

11. Divide a difficult goal into smaller tasks to allow you to fit them into your schedule and make them more manageable.

12. Set completion dates for tasks to avoid procrastination.

13. When you find yourself procrastinating, determine what you are avoiding.

14. Reward yourself after completing challenging tasks.

15. Delegate routine tasks, but be sure that your designees are trained and prepared to handle any tasks that you delegate.

16. Get plenty of rest and eat healthy to maintain energy levels and productivity.

17. Value your time, and ask others to do the same.

18. Schedule down time including vacations to rejuvenate and replenish your energy so that you will be more productive when you return.

19. Schedule exercise. It is a fact that physical activity and endorphins boost your energy level and enable you to be even more productive.

20. Take advantage of technology to set reminders, synchronize calendars, and keep you on task.

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