

## Tips for Time Management

It's helpful to think of time management as two layers that interact with each other:

- Big-picture time management involves reviewing your long-term goals, setting priorities and making plans to meet your goals. When you organize the big picture, you'll find that you use your time more effectively day by day.
- Daily time management activities include those that help you organize your time and resources so you can meet your big-picture goals.

### **Big-Picture Time Management**

- Review your career goals.
- Establish long- and short-range objectives to help you meet your career goals.
- Make a list of yearly, monthly and weekly objectives and prioritize them.
- Delegate responsibility when appropriate.
- Build a support network and ask for feedback.

### **Daily Time Management**

- Make daily "to-do" lists and prioritize them. Review lists periodically to make sure everything is necessary.
- Do your most difficult tasks when your energy is at its peak.
- Break large jobs into smaller parts.
- Do one job at a time.
- Plan quiet time during the day when you can get your work done.
- Handle each piece of paper only once.
- Find ways to eliminate or streamline procedures.
- Manage your mail and phone calls.
- Learn to say "no" to demands that don't benefit you.
- Reduce clutter.
- Organize your workspace.
- Use calendars.
- Forget about perfection.

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