



Top 10 Time Management Tips

1. Avoid waiting in lines or traffic by running errands at non-peak times of day.
2. Use technology to your advantage – shop, buy stamps and pay bills online.
3. Clean off your desk – you'll be more productive on a clean surface. It will also foster clear thinking.
4. Eliminate clutter – especially paper! When clearing out your home, remember this simple rule of thumb: If you don't use it, love it or it has sentimental value, toss it! The less "stuff" you have to search through to find what you're looking for, the less frustrating life will be.
5. Examine and evaluate how you spend your time – are you actually spending time on things that are important to you or someone else?
6. Plan for tomorrow and keep filing up-to-date - don't maintain a "to be filed" folder.
7. Limit your interruptions and close your door. Screen calls through voice mail.
8. Prioritize. Fight the urge to want to check off many items on your "to-do" list. Focus your time on the most important tasks first.
9. Don't procrastinate. "If you want to make an easy job seem mighty hard, just keep putting off doing it." ~ Olin Miller ~
10. Delegate everything you can! Don't waste your time doing things that someone else is capable of handling. Communicate the task clearly, allow the other person to complete the task (their way) and follow-up regularly to prevent any surprises. Spend this extra time doing something you love!

Enjoy your Time ~ Enjoy your Life!

Copyright 2002 Coach Ingrid, LC All Rights Reserved

Ingrid Schweickert, MS, RN, CHES ~ Life Coach
804-754-7899 ~ coach@coachinggrid.com ~ www.coachinggrid.com