

TIME MANAGEMENT

Changing the Nature of Your Relationship to Time

- **Begin the Day with the "Start-Up List"**
 - Write a schedule every day - write the time you need to complete each task
 - Plan for "time to get ready" (instead of "time to leave")
- **Schedule vs. To-Do List**
 - Schedule: affix date/time
 - To Do: more fluid (but if important, affix date/time)
- **Real-Time vs. Estimated Time**
 - Planning a schedule is easier when you know how much time you need (this part is crucial)
 - Break down daunting tasks (project management)
 - Batching: Take similar tasks and work on them in one setting, e.g., write 5 emails, make 6 calls, and file 2 stacks of papers.
 - Carve out planning time
 - Plan for distractions
 - Carve out transition time (from one project to the next)
 - Manage distractions (do not disturb sign on door or wall)
 - Be aware of the "time suck" activities where you can get lost (down the rabbit hole)
 - Bring the future into the present; impose artificial consequences (instead of waiting for natural ones!)
- **Check Time Frequently**
 - Analog clocks everywhere you work (externalize passage of time)
 - Set clocks 10 minutes ahead
 - Use timers
 - Set multiple alarms
- **2-Minute Rule**
 - If it takes 2 minutes, take the 2 minutes
- **45-Minute Sweep**
 - Pick a project and work on that, and that alone for 45 minutes, then move on to the next project.
- **Before You Leave for the Day**
 - 30-minute sweep to return things from your desk, and create a start-up list for the next day

P : (818) 400-9592

E : regina@aclearpath.net

W : www.aclearpath.net

A CLEAR PATH

Professional Organizing and Productivity