

# Tips for Time Management



## Prioritize

Arrange things you need to do in order of importance. Get the most important things done first, whether big or small.

## Take Time for Simple Pleasures

Include time for self-care activities, such as rest, meditation, deep breathing, stillness, daydreaming, exercise, hobbies, and pampering

## Start Small

Break large tasks up into smaller tasks. Set small, achievable goal each day.

## Plan Ahead

Plan your week in advance to avoid procrastination. At the beginning of the week, make a detailed list of what you want to accomplish and prioritize what to complete first.

## Take Breaks

Taking breaks when working on long projects is essential to increasing your productivity. It's recommended to look away from your computer, phone or other project every 90 minutes. Stand up, stretch and walk around for a good break.

## Limit Distractions

Distractions can greatly affect efficiency and motivation levels. Block out some time on your calendar to complete an important project. Turn off or silence your phone, or use noise-cancelling headphones to help avoid interruptions and keep yourself focused.

## Know Your Limits

Don't be afraid to ask for help, guidance or direction. Be willing to say "No." Set a reasonable limit and avoid scheduling too many things into one day.

## Avoid Pushing Through Fatigue

You may end up making careless mistakes because you were tired, therefore costing more time to fix errors.

## Take Care of Yourself

Eat healthy meals and snacks, exercise, stay hydrated, and get enough sleep.

## Get Organized

Keep common, everyday items you use, such as your keys, wallet, purse, or backpack, in one spot so you can find them easily when you have a busy morning.



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