



## 10 Tips to Help You Better Manage Your Time

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Now, more than ever before, more results are expected in less time. While you can not manage time, you can manage yourself and the amount of time that you spend on certain projects. Understanding the difference between controlled and uncontrolled time can help you focus your time on what makes a difference, rather than wasting time and energy on unsolvable issues and menial tasks. You will be amazed at how much you can accomplish when you manage your time well.

### 10 Quick Tips to Help You Accomplish "More" In Less Time:

1. **Be Neat** - Keep your desk and your files organized to avoid wasting time shuffling through piles of paper. It is better to keep your paperwork in a file than scattered around your desk.
2. **Organize Your Inbox** - Go through your inbox at the beginning of each workday and either throw things away, file them or forward them to someone who can use it.
3. **Prioritize Things** - Create a list of the tasks you need to accomplish that day. When you are done with each line item, check it off or cross it out.
4. **Be Better At Delegation** - If possible send more tasks to your fellow co-workers or assistants. Don't be a catch-all for your company. Always match the task with the appropriate person to get it completed efficiently.
5. **Finish One Task Before You Go On To The Next** - It is more important to get three tasks done rather than working endlessly on twenty.
6. **Reduce Paperwork That You Touch** - It is better to store your documents via your computer or electronic organizer; however, remember to back-up your data and store it off-site.
7. **Communicate Well With Your Team** - Planning and communicating effectively will help you plan things carefully. Second, it helps to ensure your project is done properly the first time around. If you are not sure about something, ask someone for help.
8. **Schedule Your Time Effectively** - Time is your most valuable commodity. To maximize your time, let your colleagues and manager know what you are doing and that you cannot have constant interruptions. Close the door if you need to. If you are in an office cube, tape a note to your entrance that states "Please Do Not Interrupt."

9. **Take Short Breaks** - To revitalize yourself, take a short walk or quick lunch away from the office. Doing so will increase your overall productivity.
10. **Plan Ahead** - Before leaving for the day, tidy up your desk and make a short list of projects you will need to do the next day.

### **3 Competencies That Will Help You Accomplish "More" In Less Time:**

1. **Take Initiative** - A good manager of time proactively makes things happen. They evaluate themselves and others and take positive corrective action when required. They are also self-disciplined.
2. **Results Oriented** - A good manager of time is passionate about winning. They are dedicated to achieving win-win solutions to situations and avoid spending too much time on unsolvable issues.
3. **Has A Vision For The Future** - A good time manager develops an exciting picture of what could and what should be, regardless of what is, for them and their organization. This helps provide motivation for fast action.

**Summary:** A good manager of time will excel in business where others are lagging behind. In today's competitive economy, you need to be efficient and organized. Doing so, you will find that you can accomplish "more" in less time.

*"Time and tide wait for no man."*

- Anonymous

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