

30 TIME MANAGEMENT TIPS

1. What one thing could you do today to make time for time management?
2. Managing your time means knowing your boundaries, insisting others respect them – and respecting them yourself.
3. Remember that ten minutes saved every day is over an hour of freed-up time per week.
4. What could you do with an hour of extra time? Nap, read, sleep, brainstorm, give yourself a pedicure, network or...
5. Good time management consists of good habits. What one habit has consistently saved you valuable time?
6. Save time by lining up a schedule of guest authors for your blog or podcast.
7. You don't help anyone when you put yourself last on the list.
8. What one task can you eliminate that you currently do automatically?
9. If you have a tendency to micro-control, be honest about it. Be proactive – and learn to delegate.
10. If you type a lot in your business, take five minutes to learn and use your CTRL keyboard shortcuts.
11. If procrastination is your problem, get into the habit of “doing it now”. (How do you conquer procrastination?)
12. If you want to be more organized, de-clutter your life. Get rid of anything that drains your time: Tasks, possessions and negative people.
13. Donating: An easy way for sentimentalists to throw out surplus or unused possessions (if they're in good condition – and needed.)
14. Proactivity versus reactivity – knowing the difference opens the door to time management.
15. To judge the monetary value of a task, track the hours spent performing it. (It's easier to let go if it's not worth your while!)
16. Experts recommend taking the first 30 minutes of each day to plan: What works better for you – planning then; or at the end of the day?
17. Before you make a phone call, decide what you need to get out of it. Focus on that, and avoid tangents.
18. Close your social networks and put the answering machine on when you are working.

19. Exercise – not just for your physical health or weight, but because exercise helps you clear your mind and be more productive.
20. Remember that exercise and sleep are nature’s way of taking out your mental garbage, leaving you with a clean slate.
21. Take an inspiration break every day. Look at your vision board. Read favorite quotes (keep a file of these.)
22. Learn to be a “broken record”: Don’t apologize, don’t explain. Just keep repeating “that won’t work for me right now”.
23. Are you derailed by other people’s priorities and needs? If so, you may have boundary issues.
24. If you don’t know what “boundaries” are in a time-management context, you definitely have boundary issues!
25. Soar with the eagles – turkeys waste your time.
26. The 80/20 rule: Identifying the 20% of your daily activity that produces 80% of the result.
27. What is your favorite time management tip? Please share.
28. What do you most like to order online to save shopping time?
29. “The key is in not spending time, but in investing it.” - Stephen R. Covey
30. Do face to face meetings and networking events make you money – or just lose you time?