



TIME SAVERS – MANAGING YOUR DAY

<http://profitt.gatech.edu/drupal/sites/default/files/curriculum/Soft%20Skills%20Track/Soft%20Skills%20Module%2009%20Time%20Management/Soft%20Skills%20Module%2009%20Time%20Management.pdf>

- Schedule time to do long range planning with goals, objectives, steps and deadlines for completion.
- Create a daily to-do list and group related tasks together.
- Prioritize the items on a task list.
- **Highlight priority items.**
- Frequently ask, “What is the best use of my time right now?”
- Ask, “What would happen if I did not do this?”
- Take deadlines seriously and plan for them at the beginning of a project.
- Expect things to take longer than anticipated.
- Leave early for appointments and know where you are going.
- Arrange specific times to call or get back to customers and callers; mark on the calendar.
- Do unpleasant tasks at the same time each day.
- Write out a plan to get unpleasant task done.
- Identify the consequences of not doing the task.

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