



Time Management

Tip Sheet

For more information or to schedule a workshop please contact IDEAL at 392-1655 ext. 311

Be REALISTIC

- Make plans for yourself that are plausible. Don't schedule 50 things in one day when you know that you are capable of accomplishing only 10 of them

Use a planner or make a schedule

- The best way to stay on top is to be organized. Write down your whole schedule so you can stay focused and not forget obligations.

LOOK at your planner/schedule

- Writing down what you need to do won't help you if you never look at your planner. Be diligent about looking and following your planner.

Keep focused

- When you are completing an assignment or you are at a meeting, focus on the task at hand. If you spend that time thinking about other things, you'll have to devote more time later to what you are trying to accomplish now. This will result in wasted time and frustration.

Allow time for travel

- When making your schedule factor in how long it will take you to get to the place you need to go. As a general rule, allow at least 15 minutes for travel time.

Just say NO

- If you honestly do not have the time to do something, don't commit yourself to accomplishing it anyway. This will only lead to frustration and may cause you to neglect your other tasks.

Prioritize

- Accomplish the tasks that are most pressing first. Once these are done, focus on your remaining responsibilities.

Plan for down-time

- Everyone needs to relax at one point or another, so make sure you factor down-time into your schedule. Resting will give your brain a break, which will keep you performing at peak levels.

