



Ten strategies for good time management

There are many strategies and habits that can improve our time management ability. Here are ten that many people find useful.

	I do this well	I want to try this
1. Keep a to-do list Write down your tasks, and keep the list updated through the day.	<input type="checkbox"/>	<input type="checkbox"/>
2. Set priorities Review your list at the start of the day and identify the important and urgent tasks.	<input type="checkbox"/>	<input type="checkbox"/>
3. Schedule tasks Plan a time to work on your priority tasks. Give yourself deadlines for completion.	<input type="checkbox"/>	<input type="checkbox"/>
4. Get organized An organized workspace, like a desk, helps you focus on the actual work rather than looking for missing items, like a document you need. Breaking a big job into steps is another way to organize your work.	<input type="checkbox"/>	<input type="checkbox"/>
5. Minimize time wasters When you are trying to focus, avoid distractions and interruptions like social media sites, and listen to music that helps you focus.	<input type="checkbox"/>	<input type="checkbox"/>
6. Stop procrastinating Putting off a task does not make it any easier, and can cause a lot of stress when we run out of time.	<input type="checkbox"/>	<input type="checkbox"/>
7. Do one thing at a time Life today is full of multi-tasking, but we work better when we focus just on the task at hand.	<input type="checkbox"/>	<input type="checkbox"/>
8. Take breaks Short breaks help us deal with stress, renew energy, and refocus. Use them as a reward after you've worked hard or made good progress.	<input type="checkbox"/>	<input type="checkbox"/>
9. Look after yourself Good time management takes concentration. To be at your best, get enough rest, healthy food, and exercise.	<input type="checkbox"/>	<input type="checkbox"/>
10. Be flexible Life doesn't always follow our plan! Sometimes priorities change. Sometimes we have more time than we expected.	<input type="checkbox"/>	<input type="checkbox"/>