

## **20 Tips for Time Management**

*Based on the book  
Managing Priorities and Deadlines  
by Marcia Dennis*

1. Start your day with a plan.
2. Make a list and check it off
3. Order your goals according to importance
4. Put deadlines on tasks, projects and goals
5. Be organized, but don't obsess about it.
6. Drop activities that tax your time or no longer serve you well.
7. Consider waiting time a gift.
8. Set limits on people who waste your time
9. When you cannot say no, say "yes, but..."
10. Deal with interruptions quickly.
11. Be less accessible.
12. Prioritize people.
13. Choose productiveness over busyness.
14. Do the most important stuff first thing in the morning.
15. Be decisive.
16. When you are stuck, just take the next small step.
17. Think ahead and prepare.
18. Know your personal "prime time".
19. Do one thing at a time.
20. Use the best personal organizer for you.