

Seven Quick Tips for Time Management

1. **Buy a Planner.** Use an organizer religiously. Organizers help keep tasks organized.
2. **Scheduling.** Schedule your priorities, not prioritize your tasks. All tasks will seem important at the time of scheduling. They may be urgent but not vital.
3. **Set Goals.** They help you organize and sort your activities and let you know that you have succeeded.
4. **Say “No.”** Having problems saying “No” to someone? Well, don’t. Say “No” to the task and you’ll find more time to manage your *necessary* tasks.
5. **Take a Break.** Break for 5-10 minutes for every 2-3 hours of work. Overwork may have a negative effect on efficiency due to lack of focus and boredom.
6. **Delegate.** Look at your to-do list and consider what you can eliminate or pass on to somebody else.
7. **Know How You Spend Your Time.** Find out how much time it takes to do certain tasks that are done daily and calculate them into the day before other tasks.

Informational Help Sites for Time Management

1. [SCORE. Counselors to America’s Small Businesses](http://www.score.org) (www.score.org)
2. [MayoClinic.com](http://www.mayoclinic.com) (www.mayoclinic.com)
3. [GetMoreDone.com](http://www.getmoredone.com/tips.html) (www.getmoredone.com/tips.html)

References

1. [Time Management](http://www.score.org/time_management.html) (www.score.org/time_management.html)
2. [Tips to Reduce Stress and Improve Productivity](http://www.mayoclinic.com/health/time-management/WL00048) (www.mayoclinic.com/health/time-management/WL00048)