

TIME MANAGEMENT

Can't find time to do things? Time management may be your answer!

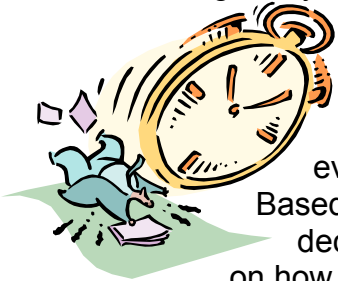
Here are some tips:

1. Assess how you spend your time.

Do this by dividing your day in 15-minute segments. Then record what you are doing every 15 minutes. Afterwards,

review this time log and the total time spent on each activity for that day. Now evaluate that use of time.

Based on the evaluation, decide on an adjustment on how your time is spent.



2. Set goals.

This is the most important thing you can do to manage your time. Your use of time should be organized to maximize your chances of achieving your goals.

3. Prioritize

Once you have defined your goals, prioritize your activities. Focus on the important ones first and make your way to least important ones.

4. Scheduling

Once you have prioritized, you can schedule your goals into your day.



5. Saying "NO"

Don't overload yourself. It is ok to say no.

6. Delegate

When possible, get others to do those things that need to be done, but do not need your personal attention.

7. Evaluate tasks once

Look at things only once and deal with them then.

8. Circular file use

Rid of things that are considered "junk."

9. Limit interruptions

Take the phone off the hook while eating dinner with your family.