

# TIME MANAGEMENT

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*What is time management? It's making the best use you can of your time.*

*It's a way to be happier, more effective, and more successful. Time management is important because it helps you achieve more, have more free time, meet deadlines, and lead a balanced life.*

## **1. SET GOALS**

You can't determine what your priorities are if you don't know what your goals are. Be S.M.A.R.T. Make sure your goals are Specific, Measurable, Achievable, Realistic, and Time-bound.

## **2. SET PRIORITIES**

Of all the things that could be done, what must be done? Make a list of all the things you need to do and prioritize it. Concentrate on the things that are top priorities.

## **3. SET DEADLINES**

Telling your supervisor or other club members that you will definitely finish by a certain date should generate appropriate pressure. Or just set deadlines for yourself and stick to them.

## **4. GET ORGANIZED**

Make lists, keep a calendar, or do whatever you need to do to keep your life in order and avoid time conflicts, missed meetings, or forgotten tasks.

## **5. TACKLE THE TOUGHIES**

Don't put things off just because they're tough and unpleasant. Do those things first. It will give you a sense of accomplishment and relief and allow you to move on to other projects.

## **6. POKE HOLES**

To get started on a big project, use the "swiss cheese" method; begin by "poking holes." Promise yourself to do a little each day.

## **7. LIMIT INTERRUPTIONS**

Find a spot that's yours and a convenient workspace for you. Ask your family and friends not to interrupt you while you are in your workspace.

## **8. FINISH THINGS**

It's better to complete a few things and do them well than to have 17 things half done or poorly done. Don't pick up something new until you finish with the old.

## **9. KNOW YOUR PEAK TIMES**

If you're like most people, you probably have certain times of the day when you're at your best. Plan to work on your high priority projects at your peak energy times, and schedule less demanding or less important tasks for low-energy periods.

## **10. LEARN TO SAY "NO!"**

Remember, if you said "yes" to everything, you could never finish anything. You are the best judge of how much you can handle and still do a good job (and keep your sanity).