

Ten Commandments of Effective Time Management

1. PLAN.

Don't just do what lands on your desk. Don't make the fatal mistake of dealing with the problems rather than opportunities. The more time you spend planning a project, the less total time is required to do it.

2. CONCENTRATE.

Don't try to do too many things at once. The amount of time spent on a project is not what counts; it's the amount of uninterrupted time.

3. TAKE BREAKS.

Switch to physical from mental tasks. Get up and take a walk.

4. AVOID CLUTTER.

Go through all papers and organize into:

- 1) Immediate action.
- 2) Low priority.
- 3) Pending.

Organize your desk each evening before leaving.

5. DON'T BE A PERFECTIONIST.

Strive for excellence not perfection.

6. DON'T BE AFRAID TO SAY NO.

Learn to decline tasks tactfully that do not contribute to your goals. Point out that you want to save time to do a better job on other specific things.

7. DON'T PROCRASTINATE.

A) Decide to change now. B) Don't try to change too quickly. Do one thing today you have been putting off.

8. APPLY RADICAL SURGERY.

Get out of activities that bore you. Ax everything that does not give you a feeling of accomplishment or satisfaction.

9. DELEGATE.

Do not only delegate routine tasks, but also challenging ones.

10. DON'T BE A WORKAHOLIC.

Take time to nurture yourself with fun, relaxing activities!