

# 10

## TIPS TO EFFECTIVELY MANAGE YOUR TIME

- 1 Start with the full list of tasks. Write down a list of every single thing you need to accomplish this week. It can seem overwhelming to see it all written down!
- 2 Identify which tasks are the MOST urgent (need to be completed ASAP) versus important (need to be completed this week), general tasks (need to get done by maybe not by you), or unnecessary tasks (ones you don't REALLY need to do). Think of this as "Do, Defer, Delegate, Delete."
- 3 Identify what specific tasks can be delegated to others in your organization and give those tasks away. Don't fall into the trap of thinking you HAVE to do everything yourself. You have a great team, use them!
- 4 Move the remaining tasks on your full list into 5 daily chunks. You will end up with 5 shorter to-do lists instead of one huge list. Make sure you star or notate which are the most important/urgent tasks for each day.
- 5 Start with day one of your task list and assess the VALUE of each task. Does this task drive revenue for my business? Do I need to complete Task A before I can do Task B? Order your daily task list by priority.
- 6 Each morning (or the afternoon before!), look at your task list for the day and set specific time blocks in your calendar for completing each task. Think something will take 20-30 minutes and it needs to be done ASAP? Block off 9 - 9:30 am in your calendar ONLY for that task. This will keep you from double-booking yourself and will keep you organized and focused.
- 7 Color-code your calendar! Make it easy to know what you need to focus on with the additional organization. Maybe your most important tasks are green or the ones you can possibly push until the next day are purple. Color-code by priority level so you always know what to stay laser-focused on.
- 8 Focus on ONE task at a time. At 9 am, minimize your email, silence your notifications, and focus on your 9 am task until it's complete.
- 9 Don't overbook yourself! New tasks and meetings will crop up each day. Don't block out every minute of your day for completing to-do list items. REASSESS: If you have too many tasks and not enough time, go back to #2 and see what you MUST do today, what can be done later in the week, what can be delegated to someone else, and what you may not truly need to do at all.
- 10 Schedule downtime, too. If your day is fully booked, you may not take time for a break or to eat or take a walk. Remember that your mental health and happiness are important and you need to have some unscheduled time to de-stress and relax!