

TIME MANAGEMENT STRATEGIES*

Prevention of Problems

- * Learn to say no when this is an option.
- * Don't over commit (consider the long range "pile up effect" which commitments can have).
- * Don't be afraid to ask for help.
- * When it is an option, invest in training others so you can delegate tasks.
- * Be realistic in setting goals.
- * Plan ahead, consider possible obstacles/delays which may eat up time.
- * Prioritize tasks (what must be done, what can wait).

Carrying Out Tasks

- * Attempt to match tasks to available resources to avoid excessive waiting.
- * When an option, match tasks to your pattern of energy level.
- * Consolidate tasks/trips/errands when possible. Plan ahead.
- * Minimize the mixing of socialization with getting tasks done.
- * Is there a small task you can do while waiting or between tasks? Plan ahead.
- * Don't be overly perfectionistic when it isn't needed (e.g. a first draft).
- * Throw away junk mail.
- * If television is a problem, don't even turn it on until the task is done.
- * Stay on track with a task.

Managing Procrastination

- * Pick a specific time and place to do a task. Don't be vague in your commitment.
- * For unpleasant tasks, set a predetermined amount of time to work on it which does not seem overwhelming.
- * Break the task down into smaller manageable steps.
- * Schedule more enjoyable tasks to do after you have completed more difficult ones.
- * Set up a reward schedule for short-term goals.
- * Don't wait to feel motivated. Motivation often follows action.
- * Be alert for self-talk rationalizations used to talk oneself out of taking action.

