

Ten Top Tips for Terrific Time Management!

1. BE POSITIVE

Believe that you can achieve your goals and manage your time effectively. Treat problems as obstacles to be overcome and as a challenge, rather than as time-consuming problems.

2. SET PRIORITIES

Remember to ask yourself, "What am I here for?" in order to set yourself priorities - and don't forget about URGENCY and IMPORTANCE!

3. KNOW YOUR OBJECTIVES

Knowing your objectives means knowing your direction. Objectives are the key to forward thinking and good planning - and, of course, they make it a whole lot easier to set priorities!

4. ADAPT TECHNIQUES TO SUIT YOUR SITUATION

Use only the things that you feel comfortable with and which will genuinely help you save time.

5. USE THE SKILLS OF OTHERS

Remember that you can't do everything yourself. Match the task to the individual and DELEGATE - the accountability stays with you, though! Don't forget to thank them for their contribution.

6. SIMPLIFY

Routine tasks that you perform still need to be done - and old habits die hard! Ask yourself if these tasks really benefit anybody. If the answer is yes, re-examine the task to find a more efficient way of doing it.

7. SAY NO

Be ruthless with time, and gracious with people. Say no when it is appropriate and reasonable.

8. BE FLEXIBLE

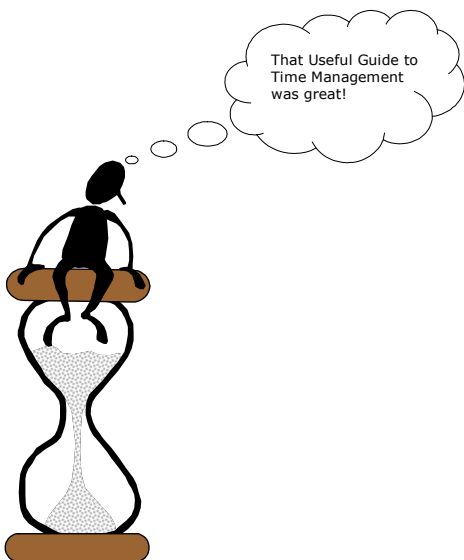
Being flexible will help you to handle crises and emergencies without too much disruption to your schedule.

9. ACCEPT THAT YOU ARE RESPONSIBLE FOR YOUR OWN TIME MANAGEMENT

It is only when you realise this that you can begin to make improvements. It is YOU who are responsible for how you react to others' needs!

10. START NOW

There's no time like the present!



These time management tips were written by [Bryan Edwards](#). You'll find lots more tips on Time Management in Bryan's Useful Guide – [A Useful Guide to Time Management](#).

More tips and tools at 247freetips.com