

PRACTICAL TIME MANAGEMENT IDEAS



- Assume Responsibility
- Seek God's Guidance
- Rely on God's Wisdom
- Take Time to Plan
- Plan with Big Stones
- Focus on the System
- Accomplish 3 Things before Noon
- Divide Big Projects into Parts
- Do Similar Tasks at the Same Time
- Prioritize
- Eliminate/Manage Distractions
- Use a Daily Checklist
- Set the Timer
- Take Time to Regroup
- Avoid Procrastination
- Learn to say, "No"
- Delegate
- Avoid Multitasking
- Take Breaks
- Divide and Conquer
- Get Organized & Stay Organized
- Eliminate the Clutter
- Review Your Use of Time at the Close of Each Day
- Get an Accountability Partner (A Trusted Friend)
- Remove Digital Distractions
- Manage Interruptions
- Learn to Be Flexible
- Wake Up Early
- Make the Most of Your Mornings
- Give Yourself a Break
- Change Your Scenery
- Become a Streamlining Queen
- Exercise
- Create Morning and Evening Routines
- Reward Yourself
- Prepare Materials Ahead of Time
- Display Your Schedule in a Highly Visible Place
- Plan Your Day the Night Before
- Develop a "Top 5 List" of Things To Do Today
- Do the Most Difficult Thing First
- Reset Your Habits (Use a Daily Habit Tracker)
- Automate as Much as Possible
- Arrive 10 Minutes Early
- Always Start on Time
- Set an End Time and Always End on Time

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