

# TIME MANAGEMENT TIPS



Institute a weekly meeting with God. Set aside a block of time early in the week. Spend time with God going over your to-do list, prioritizing tasks, and planning your week.

Hold a similar weekly meeting with your spouse.

Place all appointments and events on a master calendar. Choose a calendar format that works best for you and your family – a large whiteboard calendar hung in the kitchen, a shared online calendar such as Google Calendar, or a paper calendar with photo copies placed in a visible spot.

Deal with all mail immediately – put dates on the calendar, buy gifts, pay bills, etc.

Write out all greeting cards at one time, once a month. Then write the mail date on each one – write it on a post-it note or where the postage stamp will be placed.

Schedule only one or two errand days per month. Get all the errands taken care of at one time.

Keep a running shopping list. Each time the last pantry, toiletry, cleaning, etc. item is opened, add it to the list. (Keep this list in a format that works best for you whether it's paper and pencil or a dedicated app. I use the Out of Milk app. Wunderlist is another option.)

Set up G-mail or other email service filters. (Some call them “rules.”) Direct all coupon or promotional emails into the Trash. Email messages stay in Trash for thirty days. This reduces the amount of mail cluttering your inbox and coupons can still be accessed when and if needed.

Keep a list of gift ideas – for yourself and others. Add items to the list each time you hear someone mention something they would like or you think of an idea for them. This will help make gift buying easier and more meaningful. (Lists can be kept on any list making or note taking app. Amazon is another great place for keeping these lists. It also provides the added benefit of streamlined shopping for out-of-town recipients.)

While working toward the implementation of new time management habits, track your progress on a Daily Habit Tracker.

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