

TIME MANAGEMENT

TIPS FOR MORE EFFECTIVE TIME USE: HOW TO GET THINGS THAT YOU WANT TO DO---DONE !!!

(adapted from Alan Leekin's book, Control Your Time, Control Your Life)

TIME IS LIFE. WASTE TIME...WASTE LIFE.
SPEND YOUR TIME WISELY:

1) LIST YOUR GOALS

Make lists of your life and work/school goals showing long-term and short-term (six months) plans/expectations.

2) SET PRIORITIES USING THE 'A-B-C' METHOD

Evaluate and mark your goals as follows:

- A = HIGH VALUE
- B = MEDIUM VALUE
- C = LOW VALUE

Always try to start with the 'A' goals first choose the most important 'A' and label it A-1, do the same thing with all the goals as a way to keep in mind what is important to you.

3) MAKE A DAILY TO DO LIST

Be as creative as you like in choosing the style/format. Just remember to be consistent and to update the list each day!!

Identify your priorities using the A-B-C Method.

Use time spent waiting doing something on your goal or *To Do List* (i.e. take a book or notes with you to study while doing laundry or waiting for the bus).

4) AFTER SORTING, HANDLE EACH PIECE OF PAPER ONLY ONCE

5) DO IT...NOW

Problems have a way of becoming crises when we procrastinate. Advanced preparation can save you a lot of grief when a deadline is staring you in the face. Things seem overwhelming when we look at them as a 'whole'. The *Swiss Cheese Technique* lets us break tasks into manageable pieces...we feel a sense of accomplishment with each task completed.

6) SEVERAL TIMES A DAY ASK YOURSELF, "WHAT'S THE BEST USE OF MY TIME RIGHT NOW?"