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How to Manage Time and Be More Productive

Learning to manage your time and implementing the systems associated with that is crucial to your long-term success both personally and professionally.

Manage Yourself - get the right things done at the right time by doing these things:

- Complete your #1 priority first thing in the morning
- Stop 15 minutes before the end of the day and plan for the next day
- Spend 1 to 2 hours once a week planning for the following week
- Start projects well in advance of the deadline
- Allow open time each week for the unexpected

Make Lists – use a paper-based or electronic system to keep track of everything you need to do in both your business and personal life.

Use a Calendar - a reliable calendar system used faithfully can be a life saver. Use it for appointments (with yourself and others), events, exercise, chores, meals and do-nothing time.

Learn How to Deal with Procrastination – ask yourself, "Which one project or activity, if I did it in an excellent and timely fashion right now, would have the greatest positive consequences in my work or personal life?" And then go do it.

Take Control of Technology - take control of your devices instead of them controlling you. You can't make up for the time lost staring at a screen, checking to see what everyone else is doing. Plan for unplugged time.

Take Time Off – perhaps the most important part of managing your time is to take time off to relax and recharge your batteries. You will be a happier, healthier, and more productive if you work less, play more, relax more and just stop being so darn busy!

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