

IDEAS FOR TIME MANAGEMENT

Clarify Meeting Purpose

Be strategic about who attends meetings. Ask: Am I really needed at this meeting?



1.

Schedule Meetings Carefully

Spread regular meetings out. Remove or reschedule existing meetings if something urgent comes up



2.

Prioritize

When the week has too much in it, take something out.



3.

Pace Yourself

Don't treat everything as urgent. Don't promise things for tomorrow. Avoid rushing between meetings or through tasks.



4.



Dedicated Work Time

Try to plan Fridays as days to work in the office. Schedule 1.5 - 2 days a week to be working time with no meetings.

5.

Consolidate Meetings That Involve Travel

Plan on a maximum 2.5 days a week on the road.



6.

Exercise

Build flexibility into your schedule to allow for exercise.



7.

Commit to the Plan

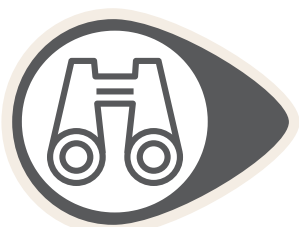
Respect time you and others have scheduled for working on tasks. Allow time between meetings to avoid back-to-back-to-back meetings.



8.

Monitor and Adapt

Monitor how you are doing and adapt your time management plan when necessary. Ask for support if you need it.



9.