

Time Management

1. Learn to prioritize- make lists of the tasks that need to be done in the order of most to least important
2. Never take on more than you can handle- learn to say no firmly but kindly and mean it.
3. Learn problem solving techniques and use them.
4. Give yourself a time out whenever you are frustrated, overwhelmed, irritated, worried or feeling guilty.
5. Make daily, weekly and monthly schedules
6. Treat yourself with a special treat for work well done and time managed efficiently.
7. Do not neglect physical activity- exercise and recreation stimulate clear thinking and the ability to plan.
8. Make time management a habit.