

Time Saving Tips

1. Prioritize. Decide on your long-term goals and set short-term priorities within those goals.
2. List all upcoming commitments or important reminders on one central calendar to facilitate planning.
3. Learn to say “NO” easily and graciously.
4. Never do more than one major thing at any one moment, although you might shift back and forth among projects.
5. Organize your home and/or office so everything is accessible, using “active” and “inactive” criteria for placement of materials.
6. Frequent stores, restaurants, service centers, or banks during non-rush or off-hour times. (you generally won’t find lines at the post office when it’s raining)
7. Stock household goods and toiletries-nonperishable items-so shopping trips are minimized.
8. Figure out the best way to handle each situation-by phone, by mail, or in person.
9. Promise less, deliver more.
10. Eliminate clutter. Allot time for periodic sifting and sorting; discard, give away, or sell surplus possessions.
11. As one psychologist put it: “Become more effective by becoming more inefficient.” Translation: if *you* call people at 9am because that’s when you start working, and they’re not in till ten, that’s in-effective. If you get to a meeting on time and it *always* starts fifteen minutes late, that’s a waste of your fifteen minutes.
12. If possible, and if appropriate, return calls and correspondence the same day.
13. Do what you have to do first, not what is easiest or most pleasant.
14. Remember, you are the master of your life-and your time.



