7 Tips for Better Time Management

#1 Set Goals Correctly

S = _____

M = _____

A = _____

R = _____

T = _____

#2 Prioritize Wisely

Label tomorrow's priorities now.

1 (must get done) = _____

2 (would like to get done) = _____

3 (low priority) = _____

#3 Set a Time Limit

Notes:

#4 Take a Break

Notes:

#5 Organize Yourself

List items you need to accomplish your #1 priority (listed under tip #2).

#6 Be Clear

Notes:

#7 Plan Ahead

Notes: