



# Essential Time Management Skills

Prioritize Work

Delegate Tasks

Create a Schedule

Set-up Deadlines

Overcome Procrastination

Deal with Stress Wisely

Avoid Multi-Tasking

Start Early

Take Regular Breaks

Learn to Say No

This list was adapted from [10 Practical Ways to Improve Time Management Skills](#) by Rinkesh Kukreja, founder of Conserve Energy Future (educating people how to save energy and sharing entrepreneurship and management tips.)