

Time Management Productivity Tips

Sometimes there just aren't enough hours in the day for everything you need to do. Here are some easy, practical tips you can incorporate into your daily routine to help manage your time productively.

- **Modify Your “To-Do” List**
 - a. At the end of each day, list the six most important things you need to do for next two days. For example, Monday evening list the six most important things to do on Tuesday and Wednesday.
 - b. Assign estimated time value to each item.
 - c. The **total time** for all activities should be no more than six hours. Other things will come up and this leaves time in your daily schedule to handle the unexpected.
 - d. Try to complete the most important thing by 11 am. This frees up your energy mentally and emotionally and can make the rest of the day and tasks ahead easier.

- **Set specific times to answer email**

Only answer email early in the am, at noon, and at the end of the day. If you're constantly responding to email, then **you** are not managing your time, the people sending you email are.

- **Turn off your computer**

Your computer can be one of the most productive tools you have, and also the biggest contributor to wasting time.

- **Stop**

If an activity does not yield business, why do it? Stop and do something else. The best business consultant ever, Peter Drucker, said we could stop 50% of what we do with no detrimental effect to our bottom line.