

Time Management

- **Avoid procrastination**
- **Be decisive, but give careful attention to all facts and options**
- **Once you make a decision-don't second guess yourself (Pay attention to your heart, gut, and intuition)**
- **Plan to conduct activities that are in sync with you biological clock-do the more difficult activities when you are at your best. (AM vs. PM)**
- **Check your email only at set times during the day like am, noon and late afternoon**
- **Stand when talking either on the phone or when talking to someone if you are short of time.**
- **Make your to do list**
- **Keep your calendar up to date**
- **Create corrective action plans for issues that you are working on.**
- **This also calls for implementation tasks. Do not get caught up in the analysis so you can't move forward**
- **Learn to say "No"**
- **Delegate if possible-especially those things you know others could do or even do better. Do follow up and make sure that they are meeting your expectations**
- **Do it!**