



How Do We Start Better Managing Our Time?

How many times (in a day) do you say "I have NO time!"? Probably a lot more than you'd like to (admit!). Here are some quick tips on how you can start better managing your time:

- **Priorities:** Consider what is priority to you and shuffle/re-shuffle as needed. Our priorities often change. And remember - we make time for things that ARE a priority to us.
- **Be aware of PROCRASTINATION:** What triggers you to procrastinate? Be aware of those triggers and find ways to tackle procrastinating. Review the handout NINE WAYS TO AVOID PROCRASTINATION.
- **Manage YOURSELF:** How are you currently managing yourself in relation to time? Think of ways you can make the maximum use of your time.
- **URGENT vs. IMPORTANT:** Understand the difference between the two when prioritizing tasks.
- **Be assertive – say NO:** It may take some practice, but you can do it!
- **Be adaptable:** Be open to new and different methods of planning your time. And tackle your biggest task FIRST!
- **Create a productivity journal:** Keeping a list of daily "to do's" help keep you on track.
- **Create rituals:** Seems ironic – but doing so can actually help you be more spontaneous and have more fun in other ways ☺
- **Organize your workspace:** And you won't waste more time finding the tools to get your job done!
- **Better use of email and calendars:** Think about how to better manage your emails and use calendars for meetings and events.
- **Limit your screen time:** As well as the use of social media. This can be a MAJOR time suck.
- **Delegate:** You cannot do everything – nor should you!
- **Ask for help:** We all need it, so ask! And you could even go a step further....and hire a coach! 😊

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