



## Twenty steps to successful time management

- 1) Clarify your objectives. Put them in writing. Then set your priorities. Make sure you are getting what you really want out of life.
- 2) Focus on objectives, not activities. Your most important activities are those that help you accomplish your objectives.
- 3) Set at least one major objective to achieve each day – and achieve it.
- 4) Record a time log periodically to analyse how you use your time, and keep bad time habits out of your life.
- 5) Analyse everything you do in terms of your objectives. Find out what you do, when you do it, why you do it. Ask yourself what would happen if you did not do it. If the answer is nothing, then stop doing it.
- 6) Eliminate at least one time wasting activity from your life every week.
- 7) Plan your time. Write out a plan for each week. Ask yourself what you want to accomplish by the end of the week and what you will do to achieve those results.
- 8) Make a to-do list every day. Be sure it includes your daily objectives, priorities and time estimates, not just random activities.
- 9) Schedule your time every day to make sure you accomplish the most important things first. Be sure to leave room for the unexpected and for interruptions.
- 10) Make sure that the first hour of your work day is productive.
- 11) Set time limits for every task you undertake.
- 12) Take time to do it right the first time. Then you will save time by not having to sort out the mess.
- 13) Eliminate recurring crises in your life. Find out why things keep on going wrong and eating into your scheduled time. Be proactive instead of reactive.
- 14) Create a quiet hour in your day. Make a block of uninterrupted time for your most important preparation.
- 15) Develop the habit of finishing what you start. Don't jump from one thing to another and leaving a string of unfinished tasks behind you.
- 16) Never put off to tomorrow what you can do today. Learn to 'do it now'.
- 17) Make better time management a daily habit. Do first things first. Resist your impulses to do unscheduled tasks.
- 18) Never spend time on what are agreed to be less significant things when you have already agreed what your priorities are. A focus of this kind, agreed with others, helps you to say NO.
- 19) Find someone, or a group, who will work with you on your priorities and help you to review them.
- 20) Develop a personal philosophy of time – what time means to you and how time relates to your life. Follow the discipline of Jesus who took himself away into quiet places to review his ministry – and plan for its next stages.