



the most effective principles of
TIME MANAGEMENT

- 1 Determine what is urgent
- 2 Don't over commit
- 3 Have a plan for your time
- 4 Allow time for the unexpected
- 5 Handle things once
- 6 Create realistic deadlines
- 7 Set goals for yourself and your time
- 8 Develop routines
- 9 Focus on one thing at a time
- 10 Eliminate or minimize distractions
- 11 Outsource tasks or delegate
- 12 Leave time for fun and play

**"TIME IS WHAT WE WANT MOST, BUT WHAT WE USE WORST."
WILLIAM PENN**

