TIME MANAGEMENT

TIPS FOR MORE EFFECTIVE TIME USE: HOW TO GET THINGS THAT YOU WANT
TO DO—DONE !!!
(adapted from Alan Leekin’s book, Control Your Time, Control Your Life)

TIME IS LIFE. WASTE TIME...WASTE LIFE.
SPEND YOUR TIME WISELY:

1) LIST YOUR GOALS

Make lists of your life and work/school goals showing long-term and short-term (six
months) plans/expectations.

2) SET PRIORITIES USING THE 'A-B-C' METHOD

Evaluate and mark your goals as follows:

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\begin{align*}
A &= \text{HIGH VALUE} \\
B &= \text{MEDIUM VALUE} \\
C &= \text{LOW VALUE}
\end{align*}
\]

Always try to start with the 'A' goals first choose the most important 'A' and label it A-
1, do the same thing with all the goals as a way to keep in mind what is important to
you.

3) MAKE A DAILY TO DO LIST

Be as creative as you like in choosing the style/format. Just remember to be consistent
and to update the list each day!!
Identify your priorities using the A-B-C Method.
Use time spent waiting doing something on your goal or To Do List (i.e. take a book or
notes with you to study while doing laundry or waiting for the bus).

4) AFTER SORTING, HANDLE EACH PIECE OF PAPER ONLY ONCE

5) DO IT...NOW

Problems have a way of becoming crises when we procrastinate. Advanced preparation
can save you a lot of grief when a deadline is staring you in the face. Things seem
overwhelming when we look at them as a 'whole'. The Swiss Cheese Technique lets us
break tasks into manageable pieces...we feel a sense of accomplishment with each task
completed.

6) SEVERAL TIMES A DAY ASK YOURSELF, "WHAT'S THE BEST USE OF MY
TIME RIGHT NOW?"