



TIME SAVERS



1. Keep a list of specific items to be done each day; arrange them in priority order
2. Concentrate on one thing at a time.
3. Work on your “Things to Do” list without skipping over difficult items.
4. Plan the first thing in the morning; set priorities for the day.



5. Write shorter letters and memos.
6. Wastebasketry, throw away things you don't really need.
7. Committee of two, avoid involving unnecessary people in the decision making process.
8. Correspondence; handle it only once, don't put it back on the pile; fast answers, write response right on the letter.



9. Put signs in your office to remind of your goals.
10. Review/Revise your goals once a month.
11. Ask yourself, “Would anything terrible happen if I didn't do this priority item?” If the answer is negative, don't do it.



12. When you are procrastinating, ask yourself what you are avoiding.
13. Ask questions; see if someone else has the answer already; don't reinvent the wheel.
14. Closure; know when to stop a task, don't overdo it.



15. Meetings; have a purpose, have a time limit, ask only necessary individuals to participate.
16. Busywork; get rid of it; it's not how much you're doing that's important, but how much you get done.



17. Calendars; Keep yearly, monthly, weekly, and daily calendars.
18. Diagrams; use simple charts or diagrams to communicate ideas rather than long, drawn-out papers.



19. Easy things first, in order to get started, start on an easy thing, but make sure the hard ones get done.

20. Environment; make sure your “work space” is so arranged to allow you to work.

21. Set aside time to concentrate on high priority items.

22. Keep your desk-top cleared for action.

23. Have a place for everything, so you know where to look for things.

24. Phone calls (outgoing); group them; plan what you will say.

25. Write things down.

26. Continually ask yourself, “What is the best use of my time right now?”

27. Set aside large chunks of time for tasks which require uninterrupted concentration.

28. Schedule meetings for a time just prior to lunch or quitting time.

29. Use checklists; when many things have to be done, and the order in which they are done is critical, make a chronological list.

30. Learning; have a book reading plan that matches your goals.

31. Say NO when you can't do something.

32. Reward yourself; give yourself time off and special rewards when you've done the important things.



How to Get Control of Your Time, and Your Life - Alan Lakein