

## Ten Tips of Excellent Time Management

1. Become a 'Do it now!' person. Tell yourself every day.
2. Know what your desired result is.
3. Make lists and the number of tasks seem to shrink.
4. Prioritise! It's an essential stress beater.
5. Break down the project into smaller tasks and tick them off. Make it look easy!
6. Set realistic time frames for each task and build in 'buffer zones' of time.
7. Effective time rather than hours and minutes time - quality minutes not quantity hours.
8. If you don't like some tasks, reward yourself when you're finished.
9. Monitor your progress. Keeping 'on track' is encouraging.
10. Don't give in to distractions. Learn to say no.

Bonus tip: Build 'non interruption' times into your day. Be firm!