12 TIPS FOR BEING A TIME BOSS™

PLANNING

#1 Create a time log for a week—REVIEW and find areas to improve/change.

#2 Plan your week—Spend an hour on Friday mapping out your 168 hours (one week)!

#3 Do Real Work—When reviewing your time log; determine which work is "real" vs maintenance, administrative, etc. If the 'other' category is crowding out the ratio of real work—make some adjustments. Color code your calendar to distribute these tasks.

PRACTICES

#4 Schedule your priorities on your calendar.

#5 Schedule specific times during the day to check email.

#6 Batch similar tasks and do all at once—For example, focus on making all your phone calls in the same time space rather than through out the day.

TOOLS & APPS

#7 Manage Your Devices vs. Your Devices Managing You—You need to know how much time you spend on your devices. If it is too much—make changes. Make sure your 1st screen has your most important apps on it. Periodically eliminate apps you don't use.

#8 Rules of email from Eric Schmidt: respond quickly, make every word count, clean out your inbox constantly, handle email in LIFO (last in, first out) order and determine if it should be forwarded to someone else to handle.

#9 Choose when to check email (and turn off sounds if you can). Checking email 4x a day is adequate for most of us. Morning, lunch, end of workday and 1 hour before bed (if needed).

PERSONAL WELL BEING

#10 Make time to exercise. Make it an appointment on your calendar.

#11 Learn to breathe well and clear your mind. Most of us don't do this well and we end up with a kind of "squirrel" (jumping from one thing to another) type of thinking. Learning to breathe deeply and focus your mind will help with productivity, decreasing negative thinking and increase relaxation. Check out the Headspace or Calm app.

#12 Learn to say "no". Every time you say 'yes' to something, you are actually saying 'no' to something else. Try saying one new 'no' daily.

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