

Today it is not enough to be a good time manager. With limited time and more demand, we must be focused on and completing what is most impactful for our jobs while effectively managing our life roles. Increasingly, we are asked to juggle more without additional resources and definitely without an increase in the amount of time we have to work with. Now more than ever, we know the toll it takes if we don't manage our own self-care; succumbing to burnout, lowering our resilience and potentially creating mental health issues.

We have to shift our mindset from thinking about time as a commodity to appreciating that it is an invaluable, finite asset. By examining how we use our time today and figuring out ways to be more effective in how we spend it; we can create space for what matters!

Here are 20 tips that will help you become the Time Boss™ of your life. There may be several tips that you already have as part of your routine - congratulations you are well on your way to using your time for maximum focus. The demands on our time are going to continue to rise, so determine where you need to change a habit or start a new one to ensure you are in control and focusing on what matters to you.



Planning

- #1 Think in 168 hours (one week) vs. 24 hours.
- #2 Plan your week - Spend an hour on Friday mapping out your 168 hours!
- #3 Think in terms of results not hours.
- #4 Create quarterly goals vs. annual goals.
- #5 *Eat that Frog* (from a book of the same name)- early. It's a weird way of saying; do your most important things/highest priority items early in the day. Most people have the highest energy levels in the morning - so take advantage of it by focusing on what is most important.



Practices

- #6 One hour prior to leaving the office - *STOP* and reevaluate priorities and determine what must be done within your last hour.
- #7 Schedule your priorities on your calendar.
- #8 Schedule specific times during the day to check email.
- #9 *Batch* similar tasks and do all at once - For example, focus on making all your phone calls in the same time space rather than throughout the day.
- #10 Waiting on List & Someday list - The waiting list holds items that you have delegated or someone has volunteered to do. Make sure to attach a due date whenever possible. The someday list captures ideas/thoughts that are not part of your immediate to do list but you don't want to lose or have to keep track of in your head."



Tools & Apps

- #11 Get a password manager for your phone - 1Password is AWESOME!
- #12 *Manage Your Devices vs. Your Devices Managing You* - You need to know how much time you spend on your devices and 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.
- #13 Shut off all notifications on your devices. Try closing all media when trying to get work done or set a timer for actual time to devote to social media.
- #14 *Rules of email* from Eric Schmidt (former CEO of Google): Respond quickly, make every word count, clean out your inbox constantly, handle email in LIFO order (last in, first out) and determine if it should be forwarded to someone else to handle.
- #15 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

- #16 Make time to exercise. Make it an appointment on your calendar.
- #17 *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.
- #18 Do something for yourself daily. Whether that is reading, a hobby, or spending time with family or friends. Make sure you have something, even if it is little, to look forward to everyday.
- #19 Make sure you take regular breaks. This is even more critical when you are very busy and yet, we tend to do the opposite. We all need lunch, to engage with others, and disengage/clear our minds so we can refocus. Ideally, we should be taking breaks every 60 to 90 minutes even when we are very busy.
- #20 *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.



Resources

Books:

- The 1 Day Refund - Take back Time Spend it Wisely* by Donna McGeorge
- Burnout - The Secret to Unlocking the Stress Cycle* by Emily Nagoski, PhD & Amelia Nagoski, DMA
- Getting Things Done: the art of stress-free productivity* by David Allen
- The Seven Minute Solution* by Allyson Lewis
- Make Time - How to Focus on What Matters Every Day* by Jake Knapp & John Zeratsky

Podcasts/TEDTalks:

- Getting Things Done (podcast)
- Focus On This (Podcast)
- Beyond The To Do List (podcast)
- Laura Vanderkam- TedTalk Speaker
- Playlist: TED's how-to-guide to everyday life - 15 talks (TEDTalk)