



25 Practical Time Management Tips

Sometimes we all want a few extra hours in our day to get things done. But no matter how hard you try, you just can't get more time! Instead of wishing for more time, make the most of the hours you have with these practical time management tips.

Time Management for Interruptions

1. *Build time into each part of your day for expected interruptions.* When someone walks into your office, say "I'm working on a project, so I can only spare five minutes." At the end of five minutes, say "I'm sorry, but my time is up. I have to get back to this." If you respect your time, others will too.
2. *Plan your day the night before.* It provides a map to follow throughout your day, even if it's just a list of tasks you must accomplish that day.
3. *Plan your phone conversations.* This will help you control how long your conversations last. If you receive an unexpected phone call, it's ok to say that you can't talk at the moment and will have to get back to them. Or talk for a little bit then say that you're in a time crunch and have to go.
4. *Don't let technology interruptions disrupt you.* Email and social media quickly can take up hours of your day. Schedule the time you'll spend on email and social media then stick to that time as if it were an appointment. If you have to, set a timer so you know when to end.
5. *Separate the interruptions between what must be dealt with and what can be put off.* Don't make someone else's urgency your priority.

Prioritizing Your Time

6. *Start your day with the most important item on your to-do list.* When you complete the most important task first, you feel more energized and will want to tackle other items on your list.
7. *Refuse opportunities that will take up too much time.* You can't be involved in every activity that you'd like to, or you'll end up overworked and frazzled. Participate in the activities that give you the most benefit, both personally and professionally.
8. *Get your rest.* You might have the inclination to stay up late or wake up early to get more done. But being well rested means you are more productive – and the quality of your work improves too.
9. *Take care of yourself in other ways.* Make sure you get the exercise you need to keep your energy levels high. And eat the right foods while avoiding the not-so-healthy ones.
10. *Take time off.* When you take time away from everything you need to do, you end up getting more done. Your body and your mind need time when there is absolutely nothing they must focus on.

Let Go of Perfectionism

11. *Know that it's OK not to do it all.* You don't have to accomplish everything in one day. Instead, concentrate on what needs to be done first. Complete that and then move on to the next item.
12. *Assign a time limit to every task.* Open-ended tasks have a tendency to pile up because there's no finish line. Break down each project based on its final deadline.
13. *Don't schedule anything back-to-back.* Your brain can't go full speed without needing a timeout every so often. In between tasks or appointments, take a break and do something enjoyable – or do nothing at all.
14. *Divide your tasks by hours, days, months, seasons, or years.* If there is an annual party that you're expected to attend, add it to your calendar. If your business has seasonal sales or products, schedule these well in advance. Don't wait until December to think about December projects.
15. *Look over your to-do list and cut it down.* Don't put too many items on your to-do list. You're just setting yourself up for failure. Whittle down your list. If you have time left over, it will feel like you got something "extra" done instead of failing to complete something imperative.

Get Organized

16. *Forget the elaborate organization systems.* Don't overcomplicate it. Invest in simple solutions that transform how you manage your time and make you more productive.
17. *Don't procrastinate.* When you accomplish the most difficult tasks first, they're done and you experience a sense of satisfaction. Plus you'll be motivated to tackle your other tasks.
18. *Complete similar tasks together.* Run errands in the same area at the same time. Make multiple phone calls at the same time. Read and respond to email messages at one time.
19. *Group similar items together.* If certain tasks must be done every week, group them by day and according to their difficulty or the length of the tasks.
20. *Keep a calendar for both home and office.* Put your calendar where you can see it every day. This helps you see your day, week, and month at a glance.

Find Opportunities to Improve Time Management

21. *Don't waste the time that most people do.* You don't need a large block of time to improve your time management. You can do a lot with just 10 or 15 minutes. Think about using your time wisely while waiting in the doctor's office or while traveling on a long commute.
22. *Realize that not everything that seems important is.* Examine your life and stop doing the things that aren't important or that drain your time. If something isn't making you happy or helping you succeed, then it's not important.
23. *Run ahead, not behind.* Getting behind schedule can add a lot of stress and pressure to your life. Try to get things done ahead of time. This gives you a buffer in your time management.

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24. *Delegate.* If you're doing things that others can do, you're draining your time. Consider delegating tasks that can drain your time, such as scheduling meetings, updating your company's website, and posting social media updates.
25. *Deal with emails the right way.* Set aside a specific time to deal with emails. And set a time limit for how long you'll respond to the messages. If messages aren't important, don't save them because they'll only fill up your inbox. If you can, hire an assistant to deal with your email.

Need some more time management advice? Read my blog posts:

**[The Three Ps of Successful Time Management](#)
[Making the Most of the Time You Have](#)
[Easy Tips for Managing Your Work Hours](#)**

If you don't have enough time to complete the most important tasks related to running your business, let me take some of the time-consuming tasks off your to-do list. Check out my [services and rates](#). Then [contact me today!](#)

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