

# Time Management Tips



- The night before work:
  - select clothes before you go to bed;
  - place work related items by the door; and
  - take a shower in the evening.
- Stock up on a box of generic birthday or celebration cards to use for any occasion
- Keep take-out menus at your office and in your car so you can pick up an order on the way home rather than make another trip out.
- Take the wrappers off grocery items before you store them, e.g. paper towels, toilet paper,
- When you go to a meeting always bring something to read so you can use the time prior to and during breaks to get caught up.
- Label everything clearly and boldly: it cuts down on time looking for things and encourages you to put items away.
- Mail - if you know it's something you don't intend to use, don't open it - put it directly in the trash.
- Put a monthly calendar on the visor in your car for quick reference.
- Use the last grocery receipt as a shopping list for the next trip - highlight what you need.
- Have a clock visibly placed before you. Sometimes we are so engrossed in our work that we lose track of time. Having a clock in front of you will keep you aware of the time.
- Leave buffer time. Don't pack everything closely together. Leave a 5-10 minute buffer time in between each task. This helps you wrap up the previous task and start on the next one.
- It's never too late to start over. If you weren't happy with yesterday, try something different today. Don't stay stuck. Do better.

