Limit distractions. Block out time on your calendar for big projects. During that time, close your door and turn off your phone, pager and e-mail.

Get plenty of sleep, have a healthy diet and exercise regularly. A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.

Say no to nonessential tasks. Consider your goals and schedule before agreeing to take on additional work.

60 seconds in a minute, 60 minutes in an hour, 24 hours in a day, and 168 hours in a week. Time cannot be saved or stored. It is not how much we have, but rather the way we use it. The bottom line is how well we use it.

“Don’t count every hour in the day, make every hour in the day count.”
-anonymous

Everyone has the same amount of time in a minute, hour, day and week. It just matters how you use it!
**Time Management**

**Definition**
Time management is a set of principles, practices, skills, tools, and systems that work together to help you get more value out of your time with the aim of improving the quality of your life.

**Procrastination**

Poor time management skills tend to lead to a more stressful life. Bad time management skills usually include procrastination. Try to beat stress by living a more organized life!

A basic definition of procrastination is putting off the things that you should be doing now.

**Steps to Cure Procrastination**

1. Realize you are delaying something unnecessarily.
2. Discover the real reasons for your delay. List them.
3. Dispute those real reasons and overcome them. Be vigorous.
4. Begin the task.
5. Start NOW!

**Time Management Tips**

- **Plan each day.** Planning your day can help you accomplish more and feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.

- **Prioritize your tasks.** Time consuming but relatively unimportant tasks can consume a lot of your day. Prioritizing tasks will ensure that you spend your time and energy on those that are truly important to you.

- **Delegate your time.** Take a look at your to-do list and consider what you can pass on to someone else.

- **Take the time you need to do a quality job.** Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.

**Personal Time Management Skills Include**

- Goal setting
- Planning
- Prioritizing
- Decision-making
- Delegating
- Scheduling

Timethoughts.com

http://sas.calpoly.edu/asc/ssl/procrastination.