



## Time Management

1. Your capacity for work is limited. Consider your values, needs, stress, balance, and goals.
2. Set SMART goals and plan the work needed to meet them. Specific, Measurable, Achievable, Realistic, and Time Bound= SMART.
3. Prioritize the tasks/work needed to meet your goals. Make a list. Keep it handy. Add and prioritize as needed. Check completed tasks off. Update.
4. Delegate or outsource work where necessary.
5. While at work, one study reports, the average worker is only productive for about three hours.<sup>i</sup> Train, measure, and reward to increase worker focus.
6. Set aside regular time to organize your work area(s). Step back and look for ways to increase efficiency.
7. Limit your e-mail/internet/social-media/game/TV time.
8. Get out of the chair at least every thirty minutes. Consider a “sitting to standing” desk.
9. Use a calendar to plan and organize work and play.
10. Recognize that time is NOT a renewable resource. If you are overloaded, make a change.

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<sup>i</sup> [thriveglobal.com/stories/in-an-8-hour-day-the-average-worker-is-productive-for-this-many-hours/](http://thriveglobal.com/stories/in-an-8-hour-day-the-average-worker-is-productive-for-this-many-hours/)

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