

8 Secrets For Mastering Time Management

<p>1. Declutter</p> <p>Declutter your desk, your inbox, your task list, and your life.</p>	<p>2. Plan</p> <p>Plan out your work day and stick to it (check all accomplished tasks as you go)</p>
<p>3. Prioritize</p> <p>Rank your tasks in terms of priority and align them with your job demands, your goals, and MBOs.</p>	<p>4. Be effective</p> <p>It's not a race. Don't try to be the most efficient, try to be the most effective.</p>
<p>5. Focus</p> <p>Focus on the "vital few" rather than the "vital many"</p>	<p>6. Finish the job</p> <p>Develop your "finishing instinct" when you get a task, complete it no matter what.</p>
<p>7. Stop procrastinating</p> <p>Most people tend to tackle easy tasks first and push and push out the difficult ones- don't fall into this trap.</p>	<p>8. Stay Organized</p> <p>Once you get organized, stay organized.</p>