

# Personal Time Management Tips

## Unshackle yourself!



- **Increase awareness** of what zone you are in now
- **Assert boundaries** to reduce distractions
- **Raise standards** to minimize time wasted
- **Invest time saved** into being more proactive



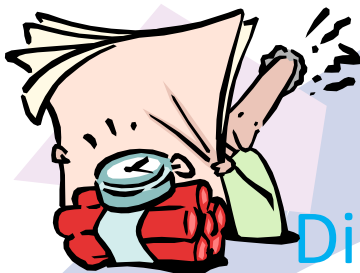
## Proactive

- Strategic thinking
- Planning/preparation
- Renewal



## Reactive

- Urgent demands
- Crises
- Short-notice



## Distraction

- Unnecessary interruptions
- Calls, emails
- Social media pings



## Waste

- Inefficiencies
- Trivial activities
- Excessive entertainment

## Proactive Habits

- Focus on what is **most important** each week
- **Group similar activities** together
- **Turn off** automatic email notification
- **Schedule email reviews** 1-4 times/day
- Create **uninterruptable blocks** of time
- **Use a timer** to budget time spent on tasks
- **Stop multi-tasking**; bring full attention to each task

