

**Get Control of your Time and Your Life!**  
**33 TIPS to MAXIMIZE Your TIME**

1. Organize
2. Prioritize (choose top 2-3 goals to accomplish each day)
3. Delegate
4. Segment (group like tasks together)
5. Divide and Conquer (one bite at a time)
6. Compress and Maximize (focus on essentials)
7. Economize (save time – be more efficient)
8. Respect the time you do have
9. Respect others' time
10. Do less so you can do more – say "No" more often
11. Build in extra cushions of time
12. Assign Time Values to tasks
13. Track time – be accountable to yourself or others
14. Work to deadlines – plan backward
15. Move up deadline timeline - to provide for tweaking, contingencies
16. Value your time (how much is your time worth in \$?)
17. Multi-task – have several things running in automatic
18. Use best part of your day for most intense jobs – work at peak performance times for most difficult thinking jobs
19. Focus only on work at work
20. During periods of intense work focus, clear your calendar of all non-work related jobs (delete or delay)
21. Change, refine, fine-tune your schedule and routine
22. Spend your time on most productive things
23. Make sure it's necessary before you spend time on it
24. Do a little every day on big projects with no defined deadline
25. Sniff out and eliminate time wasting and procrastination
26. Get rid of busy work and focus on productivity
27. Invest in and utilize timesaving tools
28. Use master calendar/organizer to enter info once
29. Use systems for organization
30. Be realistic with what you can do in time period
31. Stay fresh – take brief stretch breaks periodically
32. Stay focused
33. Eliminate distractions

***Then Take Time to Celebrate,  
to Congratulate yourself and your team for a job well done,  
to Reward yourself,  
and to Recreate and Rejuvenate!***