

TIME MASTERY

Checklist



Understanding time management

- Time management skills
- Complete tasks with discipline
- Stop procrastinating
- Plan
- Prioritize
- Perform
- Don't be afraid of failure
- Time management for your goals
- Control your own time
- Don't let others control your time

Define your goals and priorities

- Know how to set goals
- Set goals for yourself
- Make the biggest goal the end game
- Make lists
- Solve problems as they come
- Replan if necessary
- Goals from least to most important
- Micro goals
- Write down everything
- Don't be afraid of change
- Make goals for yourself, not for others
- Open yourself up to problems without failure

Overcoming procrastination

- Procrastination is the greatest problem
- Struggling with procrastination is serious
- Do dreaded tasks first
- Don't dwell on unwanted tasks
- Start knocking off the worst tasks as soon as you wake up in the morning
- Pomodoro technique
- Short breaks are your new friend
- Break tasks into segments
- Get on your feet
- Make expectations realistic
- Become goal-oriented
- Delete apps that are distractions

Make a productive routine

- Adjust your daily schedule
- Be productive with every task
- Find pockets of free time
- Don't get overwhelmed
- What are your daily rituals?
- Try to save money
- Every activity should work you towards your goals
- Consider how everything is related
- Create micro goals for every main goal
- Figure out what's in the way
- Combat problems as they come
- Make certain tasks for the morning only
- Make a bedtime routine
- What are your morning and nighttime habits?
- Make a sleep schedule and follow it

Eliminating distractions and getting focused

- Don't get distracted when doing the thing you don't enjoy
- Do mundane tasks first
- Eliminate distractions as much as possible
- Keep your phone out of the room
- Stop scrolling
- Mute apps that distract you
- Make a designated workspace
- Make it a nice space you look forward to
- Don't get interrupted
- Tell people they cannot contact you for a certain time
- Take timed breaks
- Small breaks in short increments
- Get moving during breaks
- Don't get on the phone during breaks

Delegate tasks

- Don't try to do everything yourself
- Delegate tasks accordingly
- Figure out your workload
- See how much you have to do
- Make a schedule
- Make a new daily routine when necessary
- Assign tasks
- Remember that everyone is not the same
- Keep in mind strong suits
- Give tasks that they can do successfully
- Make goals and work towards them together

Manage stress and maintain work-life balance

- Don't spend your free time worrying
- Make yourself feel less busy by doing tasks one by one
- Give yourself time to relax
- Don't talk about work at home
- Don't vent about work too often
- Create a safe space away from work for you and your family
- Make boundaries with coworkers
- Don't be available to work all the time
- Try not to talk about controversial topics with coworkers
- Communicate only during work hours
- Don't work gossip
- Only focus on work when at work
- Shut down gossip
- Let others know you do not tolerate gossip
- Make your hobbies a priority
- Find a hobby if you don't already have one
- There are no rules for how you enjoy your free time
- Make your free time for you only

Planning and preparation for success

- Goal-oriented action plan
- Make each part of the plan towards a goal
- Reward yourself when accomplishing a task
- Maintain your new lifestyle
- Find out to maintain success
- The process is not the same for everyone
- Once you achieve something, don't become stagnant
- Keep working toward the next goal and the next
- Prepare yourself for new tasks
- Celebrate when you can

Pomodoro technique

- Take short breaks
- Fight procrastination
- Stop using the technique when you have finished tasks for the day
- Take breaks as you see fit

Make your ideas action

- Focus on realistic concepts
- Get rid of all your obstacles
- Communicate with your family and others about your goals
- Set goals
- Start as soon as you can

Measuring progress

- Make deadlines
- Break the progress into sections
- Use a reward system for yourself
- Don't make excuses for your behavior
- Try again

Maintain positive time management habits

- Set a morning routine
- Set reminders for goals
- Create a schedule
- Stay ahead of the schedule when you can
- Attend to your needs