



10 Tips for Improving Time Management

1. Concentrate on one thing at a time.
2. Plan your day each morning or the night before and set priorities for yourself.
3. Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
4. Try to avoid wasting time - all time can be useful.
5. Try rewarding yourself when you get things done as you had planned, especially the important ones.
6. Be sure and set deadlines for yourself whenever possible.
7. Stop regretting failures and start learning from your mistakes.
8. Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.
9. Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
10. Put up reminders in your room about your goals.