



Time Management

1. **Break projects into steps with specific deadlines** for completion of each step.
2. **Generate manageable due dates for achievement of these steps** and schedule specific times to complete the steps to meet these due dates.
3. **Use due dates to monitor progress** towards completion of steps in your plan.
4. **Write down daily tasks** and cross them off as they are accomplished.
5. **Use calendar books** to record appointments and intended dates for completion of tasks.
6. **Have daily objectives** to move them toward the completion of multiple tasks.
7. **Continually review long term goals** so the sight of long range objectives is not lost.
8. **BEGIN PROJECTS EARLY TO GIVE YOURSELF TIME AND FREEDOM TO BRAINSTORM ABOUT THE BEST WAYS TO ACCOMPLISH YOUR TASKS. BEGIN EARLY ON ASSIGNMENTS TO CREATE OPPORTUNITIES TO GATHER INFORMATION, THINK OVER THE MATTER AND COLLABORATE WITH OTHERS FOR ASSISTANCE AND SUGGESTIONS.**
9. **Be honest** about how your plans are going. Don't hesitate to modify plans to achieve better results.
10. **Use available resources** and don't try to go at it alone unless it is unavoidable.
11. **Remain flexible and prepare for the unexpected.**
12. **Try to anticipate obstacles** and be ready to adapt plans in cases of the unexpected.
13. **Remain persistent in the face of adversity** by considering other avenues of approach when encountering barriers.