



Time Management Checklist

WRITE OUT YOUR MASTER TO-DO LIST

- ☐ Prioritize tasks in order of importance
- ☐ Rank Items-1 being most important, 2 needs to be done, 3 can wait a bit
- ☐ Arrange tasks in descending order from urgent to least pressing
- ☐ Set Deadline for everything
- ☐ Categorize tasks by areas of work
- ☐ Categorize tasks by how long they take
- ☐ Break down robust tasks into smaller actionable steps

PLAN OUT HOW YOU'LL COMPLETE YOUR LIST:

- ☐ Determine the time of day when you are most productive
- ☐ Schedule either difficult, long, or fun tasks for this time period
- ☐ Plan for interruptions by adding in padding time blocks
- ☐ Add buffer/break time blocks between tasks
- ☐ Batch tasks for efficiency
- ☐ Use project management tools like Trello, Google Calendar, Google Sheets

EXECUTE YOUR PLAN AND PRODUCE RESULTS:

- ☐ Start working on the tasks your prioritized
- ☐ Keep an eye on the clock and set timers
- ☐ Before starting each task ask yourself "Is this necessary"
- ☐ Add buffer/break time blocks between tasks
- ☐ At the end of each day, adjust tomorrow's schedule
- ☐ After your first day with your new system, reflect on how things went