



A GUIDE TO EFFECTIVE TIME MANAGEMENT



Master Your Schedule

Use calendar tools effectively. Block off time for soft but essential tasks such as strategizing, debriefing, and catching up on communications. Remember, you are in charge of your schedule.



Delegate Wisely

Delegation is a form of leadership. Ask yourself crucial questions before delegating tasks. Empower others to learn new skills and ensure tasks are within their capacity and interest.



Embrace Vision

Start each day, week, or month with a vision of what you want to accomplish. Prioritize what is most important to you, focusing on the tasks that will leave you feeling satisfied and fulfilled.



Set Realistic Expectations

Don't try to meet everyone's expectations all the time. Be honest with yourself and others, advocate for your capacity and negotiate timelines if necessary.



Check-point Conversations

Regularly check-in with your supervisors, mentors, and partners to get feedback and make necessary adjustments to your time management strategies. Be open to validation, affirmations, and constructive criticism.



Limit Distractions

Identify and manage your top distractions, especially during periods of excess demand. Break bad habits and place hard restrictions if necessary. Remember, controlling distractions is critical to effective time management.

"Striking a balance between work and life is a continuous journey. Implement these strategies and make regular adjustments to find your own equilibrium. Remember, time management is an investment that pays off."

SIMON SEZ IT