

Twenty Timesavers

1. Set goals. Prioritize. Plan.
2. Make lists.
3. Avoid procrastination.
4. Handle interruptions.
5. Use a tape-recorder, especially when driving, to dictate notes.
6. Use deadlines wisely:
 - a) Impose them for every project.
 - b) Plan backwards to meet them.
7. Follow routines and time them to your personal rhythms.
8. Learn to say “No” when you have too much to do.
9. Take an early or late lunch and work through the usual lunch hour to avoid interruptions.
10. Make appointments with beginning AND ending times.
11. Use the telephone or e-mail as much as possible, matching the medium to the message.
12. Keep supplies on hand.
13. Keep active files within fingertip reach.
14. Clean off your desk every night.
15. Put away a project before beginning a new one.
16. Continue learning how to use your computer better.
17. Carry a “To Read” file.
18. Be prepared.
19. Reward yourself.
20. Plan today for tomorrow.