

Ways to Save Time **and Stop Procrastinating**

1. Write down your ideas. Do not trust your memory however good it might be! Make lists. They free your mind for concentration on the “now.” They can help you clarify what’s most important, what needs to be done today, tomorrow, etc. The act of crossing off accomplished tasks is reinforcing – it motivates you to complete additional items on your list.
2. Set your priorities first thing in the morning – or the night before.
3. Use your high productivity hours for your Ace and King projects.
4. Do not over schedule. Be realistic.
5. Tackle time consuming projects in stages.
6. Delegate to your family, roommates, etc., the items they are capable of doing.
7. Institute a quiet time in your day, preferably in the morning, to think effectively.
8. Concentrate on one item at a time.
9. Plan to have lunch with a friend periodically, or do something recreational.
10. Use your low productivity hours for easy-to-do projects and casual reading.
11. Close your door when you do not want to be disturbed.
12. Set time limits on visits.
13. Carry a 3 x 5 card to jot down ideas wherever you are.
14. Carry reading materials with you at all times. Use waiting time to read.
15. Use travel time to listen to important material.
16. Have a place for everything. Get rid of clutter. Clutter can help you feel disorganized and overwhelmed.
17. Keep your work area free of papers you are not working on that day. This prevents papers from being mixed up or lost.
18. Set reasonable deadlines for yourself. (over)

19. Make decisions now, if possible.
20. Mark what you read with a high-lighter or pencil.
21. If something isn't clear, ask for clarification. Do not assume.
22. Share time saving ideas with others.
23. Keep a calendar. Write all appointments, meetings, and deadlines on your calendar.
24. Leave some flex time in your schedule to allow for the unexpected.
25. Re-think concerning the importance of tasks. What activities can be eliminated? (Don't eliminate all recreational activities.)
26. Learn to say "no" – make a habit to politely say "no" to requests which are not in your best interest.
27. Don't be a perfectionist. (Nothing stays "perfect" for long.)
28. Carry duplicate car keys in your handbag. Leave duplicate house keys with a neighbor.
29. Ask yourself – "what is the best use of my time right now?" (What can I accomplish right now in this given time frame?)