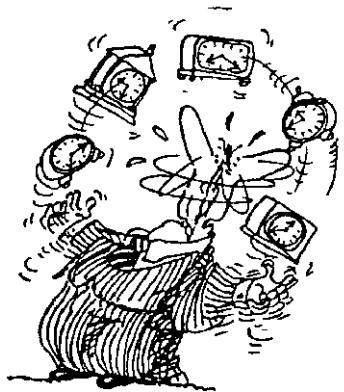


## HANDY HINTS ON TIME MANAGEMENT



1.	<b>Buy in bulk</b> to avoid running out: light bulbs, toilet paper, pens, batteries, soap, stamps, fuse wire, and garbage bags.
2.	Use <b>handwritten replies</b> to memos and letters. Then photocopy the letter with your reply. Return the original with your comments to the sender.
3.	Stop often throughout the day and ask yourself " <b>What is the best use of my time right now?</b> " This will help you to keep to the important tasks.
4.	<b>Stand while talking on the phone.</b> It improves your voice, energy level and speeds conversation.
5.	<b>Tidy your desk and work area.</b> Searching for items is a time waster. Have a filing cabinet at home for accounts and correspondence.
6.	<b>Avoid using the word "try".</b> Make a commitment and it will get done.
7.	<b>Stop worrying.</b> It takes up time and energy. It is estimated that 92% of the things we worry about have already happened or will never happen!
8.	<b>Read a book on time management.</b> Or <b>any</b> book you want to read. Set a goal to <b>read</b> for 30 minutes every day. In a week you will have read an entire book.
9.	<b>Turn your driving time into learning time.</b> Listen to educational audio cassette programmes as you drive. While your hands and eyes are busy, your ears can be listening. " <b><i>I used to be a bookworm, now I'm a tapeworm</i></b> "
10.	When someone asks you " <b>Have you got a minute?</b> " Always specify the number of minutes you have before the conversation starts. Then say, " Our time is up" to end the conversation.
11.	Sometimes the best use of your time is to <b>just relax.</b> When your mind and body are both relaxed you generate the capacity to be more energetic and creative.
12.	<b>Write a list of things to do</b> each week and each day. Then assign a priority to each " <b>A</b> " " <b>B</b> " or " <b>C</b> ". Start with the " <b>A</b> 's" first.

## HANDY HINTS ON TIME MANAGEMENT - CONT'D

13.	<b>Make faster decisions.</b> At least you'll know if you have made the right one quicker than if you do nothing.
14.	Decide which is your <b>high energy time</b> in the day. Then use it to do your "A" activities. Low energy time can be used to return phone calls and answer correspondence etc.
15.	When you are in a hurry at a restaurant, order everything you want and <b>ask for the bill at the same time.</b> Saves waiting time at the end.
16.	<b>Colour code</b> office files, keys, towels & clothes baskets for family members so they'll be recognised by their owners.
17.	Use the <b>Swiss cheese cure for procrastination.</b> Poke holes in your big projects until they are completed. Rarely do we get the time to complete major tasks all at once.
18.	Have your own <b>business cards</b> printed. Saves time and improves your image.
19.	Use <b>checklists</b> for routine tasks to eliminate thinking time. Examples include: shopping, packing for a trip away, setting up a trolley, leaving for work each day
20.	<b>Reduce interruptions</b> by allocating <b>access times</b> that are best for you to receive phone calls and visitors. Let people know of these times.
21.	Use <b>action planners at meetings</b> to record what needs to be done, by whom and by when, then give a copy to each person at the end of the meeting.
22.	Have <b>routine information printed</b> to save repeating the same information verbally.
23.	<b>Tear and file magazine articles.</b> Then throw out the magazine. Cancel subscriptions to those you no longer read.
24.	<b>Handle paper only once.</b> Read it and take action immediately or write on it, file it, or throw it out. It wastes time to re-read later. <b>Get a large waste paper basket</b> if necessary.
25.	<b>Tell people what you expect of them.</b> Good communication saves time in not having to clarify and explain.
26.	<b>Have items you use frequently in various locations</b> to save locating and carrying elsewhere. Examples include keys, cosmetics, note pads, biros, brooms, cello tape, scissors, etc. ....
27.	<b>Keep a journal or magazine article</b> handy in your handbag or pocket for when you have some unexpected waiting time.
28.	Invest in a <b>diary and year planner.</b>
29.	<b>Close your office door</b> to reduce interruptions. Hang curtains or newspaper on glass partitions.
30.	<b>Engage other people to do your low payoff activities</b> such as gardening, housework and ironing. Re-invest this time in achieving your goals.