

Tips For Managing Time . . . Day To Day

- **Use little bits of time** while you are waiting to accomplish small chores (empty the dishwasher while you are on the phone, or write thank you notes while waiting in the doctors office)
- **Choose a planner** that works for you, either paper or computer/pda
- **USE your planner** for scheduling your days and keeping track of appointments and commitments
- **Set up daily or weekly routines** for tasks such as cleaning, errands or chores
- **Use the 4 “D’s”**
 - Delete (take it off your list if you can)
 - Delegate (get someone else to do it)
 - Delay (put it off until later – and maybe it will turn out not to be needed)
 - Diminish (reduce the amount of your involvement or streamline a task)
- **Use emails and voice mail** to communicate to reduce phone time BUT limit email time to specific times during the day (email is one of the biggest time suckers of all time!)
- **PLAN the night before . . .**
 - Create your to-do list
 - Make lunches and lay out clothes
 - Place items in your car that need to be returned or delivered somewhere
 - Plan your route and activities based on where you need to be and when
 - Prep your coffee pot
- **Reduce** the amount of time spent watching TV or being involved in activities that you no longer enjoy or that create stress in your life
- **Reduce** the amount of time spent socializing or in groups with people that you no longer enjoy or create stress in your life (people change and so do your interests)

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Remember that clutter in your environment causes clutter in your mind

Don’t succumb to “we’ve always done it this way”. Figure out a better way – YOUR way!

Keep your core values and goals in your mind as you go through your day to help make decisions

**Learn to say “no” when the request contradicts your core values and goals – go with your gut
Take time for yourself without feeling guilty**

Do not assume that others will go out of their way to make your life easier – but keep in mind the “Pay It Forward” model. Good deeds will come back around in the end – so take a moment to do something nice for another. I believe in good karma.

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