

Time Management Strategies

Now that you understand the three time management strategies we've discussed, it's time to put them into action.

1. Touch it once.

List work tasks that you "touch" multiple times before completing, and that would benefit from the touch it once rule. No problem if nothing comes immediately to mind. Take some time to think about it.

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**TAKE ACTION WORKSHEET:
TIME MANAGEMENT STRATEGIES**

2. Use lists and folders.

List potential folders you could file your emails in.

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Aside from email, where else could you categorize information to make your work more efficient?

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TAKE ACTION WORKSHEET: TIME MANAGEMENT STRATEGIES

Every night, write on a piece of paper the three things you want to accomplish the next day. Use this as your first one.

1.

2.

3.

Make another list of the three things you need to do to move your business forward.

1.

2.

3.

**TAKE ACTION WORKSHEET:
TIME MANAGEMENT STRATEGIES**

3. Clear the calculator.

Use this page to keep yourself accountable and avoid multitasking. Write down your current task. Once finished, check "done" or cross it off, and repeat with your next task.

CURRENT TASK	DONE
.....	<input type="checkbox"/>
.....	<input type="checkbox"/>
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