

Time Management Tips

Tip 1:

Work from a list of less than 10 items daily. Prioritizing them the night before (allowing you to walk in the door with a plan). **Sunday evening PREP for the Week.**

Tip 2:

Work in 45-minute blocks on one task at a time. Complete it, take a stretch break, and move on to the next most important agenda item.

Tip 3:

Set reminders on your Google calendar (or other app) that text you notifications about upcoming phone calls/meetings. It will keep you on task so you can get ready for what's coming up.

Tip 4:

Turn off email notifications and check them at specific times during the day.

Tip 5:

Ask yourself: Is this the most important task right now?

Tip 6:

Figure out what time of the day you are most productive and concentrate your complicated tasks there. Save the rest for monkey work.

Tip 7:

Get enough downtime so that you are refreshed and focused.

Tip 8:

Say no if your actions don't benefit your values or goals.

Tip 9:

Schedule your day with priorities in order! In the afternoon, reprioritize as to the hours left in your day

Tip 10:

If it costs less and saves time, **delegate the task** so you can concentrate on bigger tasks.



CATALYST
Veterinary Professional
Coaches