



Time Management - The Challenge:

"I am having trouble getting everything done in a day and my personal life is non-existent. Any tips?"

1. **Make time to save time.** Spending 10 minutes every morning planning your day and 10 minutes at night to close out your day will save you much more than 20 minutes!
2. **Review your High Payoff Activities every month.** At the beginning of your month, evaluate your HPA's and see if you have achieved the 60%-80% goal. If not, go back to tracking how you *are* spending your time and see what's keeping you from achieving your goals.
3. **Evaluate your delegation plans.** By making training one of your High Payoff Activities, you buy yourself time to focus on the things that are important but not urgent. Those are the activities that make us feel productive and good about our work and personal lives.
4. **Set goals and write Action Steps in your planner.** Remember, the difference between a dream and a goal is a plan. Having more time (and money!) is achieved through focus and planning. By making use of the tools and skills that you received in the "From the Laboratory to Leadership" program, you can take charge of your time and your life!

Time Management Tip:

When you start to limit interruptions by blocking out time and closing your door, be sure to let people know what you are doing and why you are doing it. Otherwise, you risk being seen as unavailable.