

Thirty Ways to Save Time

1. Make a list of things to do each day. Put them in priority order.
2. Do the most important or most unpleasant task first thing in the morning.
3. Use a calendar. Keep school and critical family activities on it.
4. Do not over-schedule.
5. Tackle time-consuming projects in stages.
6. Concentrate on one task at a time.
7. Delegate to your family things that they are capable of doing.
8. Use your alert periods to do your most challenging studying.
9. Use your low energy time to do the easy projects.
10. Learn to say no. Invest your time in the things most important to you.
11. Put all the things you need to take the next morning in one place the night before.
12. Carry around a "things to do or read" folder. Use your waiting time to work on them.
13. Jot down your ideas on 3x5 cards. Don't trust your memory.
14. Close the door when you don't want to be disturbed.
15. Set a time limit on visits.
16. Add one time saver at a time.
17. Use travel time to listen to important material contained on audiotapes.
18. Have a place for everything.
19. Set reasonable deadlines for yourself and others.
20. Avoid having to redo something. If something isn't clear, ask for clarification. Don't assume.
21. Notice how others misuse your time. Change it!
22. Make agreements with your family about study time.
23. Get off the phone.
24. If you are feeling stuck, ask what is one thing you can do to help you accomplish your task. Do it!
25. Group your errands.
26. Plan around fixed activities.
27. Allow flexibility in your schedule.
28. Learn to combine activities.
29. Don't be afraid to admit you are trying to do too much.
30. Recognize escape routes you use. Find the time wasters you use to avoid a task.