

1. Clarify your objectives. Put them in writing. Then set your priorities. Make sure you are getting what you want out of life.
2. Focus on objectives, not on activities. Your most important activities are those that help you accomplish your objectives.
3. Set at least one major objective each day and achieve it.
4. Record a time log periodically to analyze how you use your time and keep bad habits out of your life. (One of the most enlightening exercises I ever did.)
5. Analyze everything you do in terms of your objectives. Find out what you do and when you do it and why you do it. Ask yourself what would happen if you stopped doing it. If the answer is nothing, then stop doing it.
6. Eliminate at least one time waster from your life each week. (Just being of aware of what they actually are is huge!)
7. Plan your time. Write out a plan for each week. Ask yourself what you hope to accomplish by the end of the week.
8. Make a To-Do-List every day. Be sure it includes your daily objectives. (I like Six Tasks. It's a manageable number.)
9. Schedule your time to do the most important things first. Leave room for interruptions. (They are going to happen, you may as well plan for them, and it decreases stress.)
10. Make the first hour of your day the most productive. (All my writing is done from 0430 to 9:30 am each day)
11. Set time limits for every task you undertake. (I usually underestimate the actual time it takes to complete a task!)
12. Take the time to do it right the first time. You won't have to waste time doing it over.
13. Eliminate reoccurring crises from your life. Find out why things keep going wrong. Learn to *Proact* instead of React. (I wonder if that was the first time that phrase was written?)
14. Institute a quiet hour in your day---a block of uninterrupted time for your most important tasks. (Are you an AM person or a PM person?)
15. Learn to conquer procrastination and do it now! (I have that on my list for next week...)
16. Develop the habit of finishing what you start. Avoid jumping from one thing to another leaving a string of unfinished tasks. (It lowers your self-worth and increases stress and frustration.)
17. Make better time management a daily habit. Set your objectives, clarify your priorities, and plan and schedule your time.
18. Never spend time on less important things when you could be investing it on vital things.
19. Take time for yourself. Time to Dream, Time to Relax, Time to Live.
20. Develop a personal philosophy of time—what time means to you and how time relates to your life.