

SIMPLE TIME-MANAGEMENT

CHECKLIST



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TIME MANAGEMENT CHECKLIST

Need to be more productive and organized?

Do you spend your days working with little to nothing show for it? If so, these time management tips are for you—they'll help you increase your productivity and stay calm under pressure as you take control of your time.

THE BASICS

- Start early on projects.
- Plan ahead (as far in advance as feasible).
- Respect time - don't waste it.
- Find out where you are wasting time
- Keep track of time use.
- Say 'no' more often.
- Be in control of your own life.
- Create Time Management Goals
- Create a Time Management Plan
- Use Time Management Tools

ORGANIZE YOUR TIME

- Put your personal and organizational goals in writing.
- Have long-term objectives.
- Set and respect deadlines to complete priority goals.
- Set priorities according to importance, not urgency.
- Do one important thing at a time but several trivial things simultaneously.
- Take frequent breaks from difficult tasks.
- Divide up large projects.
- Make minor decisions quickly.

- Start earlier in the morning.
- Save your best time for important matters.
- Have set times each day to review your e-mail.
- Do something productive while waiting.
- Have meetings start on time, end on time and have a timed agenda.
- Hold meetings only when absolutely necessary.
- Use checklists for recurring events.
- Reserve time in your day when others don't have access to you.
- Limit distractions.
- Set a specific time to check email.
- Make notes while you are talking on the telephone.
- Schedule some personal time.
- Recognize you can't do everything.
- Prioritize your time to manage the most important first
- Learn to delegate and outsource
- Don't waste time waiting
- Get in the habit of setting time limits to specific tasks

REMEMBER THAT YOUR TIME BELONGS TO YOU

You can accomplish what you want to accomplish—once you learn how to create the right systems to take control of your time. The key is to optimize your time, both professionally and personally, in a manner that will yield the best results.

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