

12 Most Effective Time Management Principles



- ☐ Determine what is urgent
- ☐ Don't over commit
- ☐ Have a plan for your time
- ☐ Allow time for the unexpected
- ☐ Handle things once
- ☐ Create realistic deadlines
- ☐ Set goals for yourself and your time
- ☐ Develop routines
- ☐ Focus on one thing at time
- ☐ Eliminate or minimize distractions
- ☐ Outsource tasks or delegate
- ☐ Leave time for fun and play