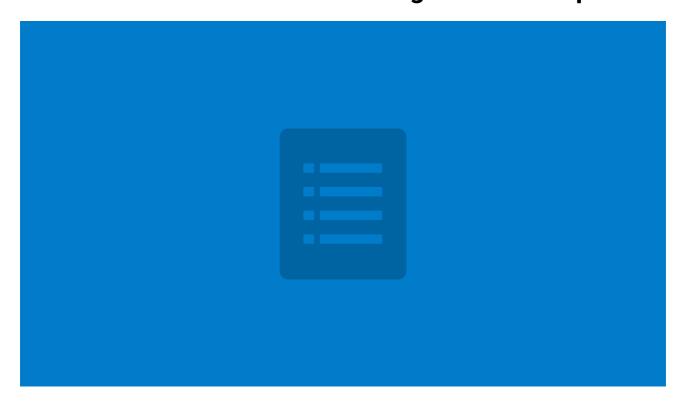
12 Most Effective Time Management Principles



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