



Melinda's Office Works presents:

TIME TIPS

in honor of National Time Management Month

- You always have time for the things you do first. (Think about it!)
- The best way to keep on top of your daily stack of things to do is to plan & schedule.
- *Tonight*, prioritize 3-5 "big" things that need to be done tomorrow and schedule them on your calendar. By planning the big things first, you can control the interruption of smaller things.
- Balance your daily schedule so that it includes a little something every aspect of your life: Business / Family / Home / Recreation / Personal.
- Schedule your toughest tasks for your "strong" time of day, which is when you have the most energy.
- When scheduling a project or appointment, allow time for the unexpected and include travel time.
- See where you can combine like-type tasks or errands.
- You can accomplish more by scheduling tasks in 15 or 30-minute increments.

Melinda's Office Works ... so can Yours!