

Employee Assistance Program

Maximizing Your Day: Effective Time Management

Do you spend most days working tirelessly, yet feeling like you have very little to show for all your efforts? Try using the following ten tips to master your time.

1. Just because you're busy doesn't mean you're productive. Pick your top 2-3 objectives for the day and do them well rather than "touching" many different projects on a surface level.
2. Ask yourself if a distraction that has cropped up is something that truly can't wait. Just because something sounds urgent doesn't mean it's important.
3. Managing yourself is at the crux of time management. Maybe you don't need to respond to every email that comes in instantly. Be mindful about your response; it's ok to flag things, assign them a priority level, and add them to your list for later.
4. Heed the 80/20 rule of time management – twenty percent of your activities will account for eighty percent of your results. If you want to feel more productive and satisfied at the end of the day, focus on accomplishing the top twenty percent of the most important tasks. Typically, the high-yield work is the most complex and difficult so we tend to put it off in favor of easier to do, yet low value tasks.
5. Choose and actively use a day planner. This will allow you to prioritize your day instead of it being determined for you based on what happens to come your way.
6. In your day planner, block out all the times when you've committed to be somewhere at a certain time, whether it's a virtual meeting, conference or another appointment. It may seem simple but what's not blocked off is your discretionary time. This is the time you can truly manage.
7. Each morning, write down a list of what you would like to get done.
8. Next to each bullet-point item, assign a rating such as "A" for a "must do" item for today, "B" for "should do" and "C" for "could do."
9. Focus on accomplishing your "A" list with your discretionary time. Check off each item as you complete it. Even if you end up only accomplishing twenty percent of your list, you've still accomplished your most important tasks.
10. At the end of the day, transfer what you didn't finish to your list for tomorrow and reprioritize.

Need help managing your time or creating balance in your life? Feeling generally stressed out a lot of the time? Consider contacting your EAP at the number below.

Source: Psychology Today, *How to Be Ultra Productive: 10 Tips for Mastering Your Time*, Retrieved from <https://www.psychologytoday.com/us/blog/communication-success/201206/how-be-ultra-productive-10-tips-mastering-your-time>



www.EAPHelplink.com



Company Code: LOYOLA



1.800.765.0770