



10 Steps to Better Time Management

Act on It! by Sam Deep and Lyle Sussman has some great information for tough management challenges. They have put together a list of 10 steps that can help you manage your time better. If you say yes to the first 5 questions you need some help managing your time!

1. Do you make the best use of the assistance available to you?
2. Can you answer “yes” over 90 percent of the time to the question, “Is this the best use of my time right now?”
3. Do you use an effective calendar-management system?
4. When you have to wait for others, do you use the time productively?
5. Do you typically have what you need at your fingertips with minimum of searching?
6. Is less than 10 percent of your workday spent on routine activities such as record keeping and repetitive tasks?
7. Is less than 10 percent of your workday spent on misguided activities such as aimless conversations and working on tasks other than your highest priority?
8. Is less than 10 percent of your workday spent on wasted activities such as nonproductive interruptions and procrastinating?
9. Is less than 20 percent of your workday spent on crisis activities such as responding to emergencies and dealing with interpersonal conflict?
10. Is more than 50 percent of your workday spent on strategic activities such as learning, planning, creating and achieving?

