

# Maximize Your Minutes

**“Time = life; therefore, waste your time and waste your life, or master your time and master your life.”**

~Alan Lakein

## Set goals

- » Specific
- » Measurable
- » Achievable
- » Realistic
- » Time-based

## Organize

- » Schedule carefully
- » Set deadlines
- » Create a habit of organization
- » Get a jump on tomorrow

## Prioritize

- » Do
- » Delegate
- » Delay
- » Delete

## Learn

- » Be flexible
- » Biological time
- » Concentrate on efficiency
- » Tune out interruptions
- » Learn to say no

## Time Management

Effective time management means recognizing that we control how we spend our time, breaking old habits to enhance our work experience and accomplishing goals.

## Benefits

- » Increase productivity
- » Identify priorities
- » Accomplish goals
- » Control stress
- » Balance your life

## Obstacles

- » Unclear objectives
- » Disorganization
- » Inability to say “no”
- » Interruptions
- » Overload
- » Stress and fatigue
- » All work and no play

