

## Time Management Tips and Tricks

### Set Goals

Setting short and long term goals helps you establish a clear direction for what you want to accomplish. A specific goal has a much greater chance of being accomplished than a general goal. Set goals that are SMART, which are specific, measurable, realistic and achievable.

### Create a To Do List

To Do Lists provide a clear plan of action and is a great tool to use to organize your day or week. They should be created either the last thing the previous day or first thing in the morning.

### Prioritize

Managing time effectively, and achieving the things that you want to achieve, means spending your time on things that are important and not just urgent.

- **Important** : These are activities that lead to achieving your goals and have the greatest impact on your life.
- **Urgent** : These activities demand immediate attention, but are often associated with someone else's goals rather than our own.

View a brief video LinkedIn Learning video that provides additional detail on determining what is [Urgent vs. Important](#).

### Consider Your Peak Productivity Time

Determine when you are most productive during the day and schedule your most challenging tasks then

### Conquer Procrastination

One technique is to use the Pomodoro method. The Pomodoro method breaks bigger chunks of work down into smaller timed pieces. Here's how to get started with Pomodoro, in 5 steps:

1. Choose a task to be accomplished.
2. Set the Pomodoro to 25 minutes (the Pomodoro is the timer)
3. Work on the task until the Pomodoro rings, then put a check on your sheet of paper
4. Take a short break (5 minutes is OK)
5. Every 4 Pomodoros take a longer break

### Reward Yourself

Celebrate the achievement of goals, small or large. Promise yourself a reward and keep your promise to yourself