



9 STEPS TO TIME MANAGEMENT SUCCESS



Step #1

List all your tasks for the week.

Step #2

Identify if each item is urgent or important.

Step #3

Eliminate any tasks that are neither urgent OR important and those that will distract from your strategic goals.

Step #4

Delegate or automate urgent but unimportant tasks.

Step #5

Rank remaining tasks by impact.

Step #6

Estimate how many hours each task will take and add 20% to account for unexpected interruptions and challenges.



Step #7

Classify tasks as large (L), medium (M), or small (S) based on the amount of time needed to complete it.

2 hours < L < 1 - 2 hours (M) < S < 30 minutes

Step #8

Schedule any tasks important/impactful tasks.

Aim to complete at least 1 large task, 2-3 medium tasks, and 4-5 small ones each day

Step #9

Review your schedule daily.

Adjust for new priorities and immediately complete any task that can be done in less than 2 minutes.

Need Help with Time Management?

[SET UP A CALL](#)

