



## **TIME MANAGEMENT TIPS**

### **1. Know your goals.**

Make sure that your daily life is made up of activities that are aligned with both your short- and long-term goals.

### **2. Plan ahead.**

Make lists of everything that you need to achieve on a daily, weekly and monthly basis. Having a list of all the tasks that you have to do, both small and big, is incredibly important in order to manage your time effectively.

### **3. Prioritize wisely.**

Ensure that you dedicate larger amounts of time to tasks that are more difficult/important. Don't spend hours on easy, less important work.

### **4. Eliminate distractions.**

An essential aspect of being able to manage your time, is saying no to things that aren't important to you, or will not help you in achieving your goals.