



# HOW TO MANAGE YOUR TIME LIKE A BOSS



## SET GOALS

Define your **long-term** and **short-term** goals, and build your schedule around them.

See: [Goals Worksheet](#)

Examine and **revise** your life goals on a **monthly basis** and be sure to include **progress** towards those goals on a **daily basis**.

See: [Life Wheel](#)

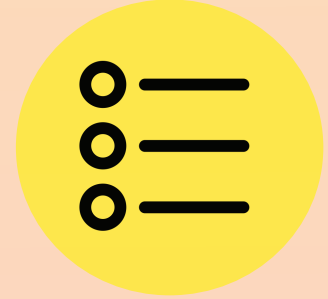


## PLAN

Buy a **planner**, download our weekly planner, or use apps on your mobile device, and **use it!**

See: [Weekly Planner](#)

Keep **paper or a calendar** with you to jot down the things you have to do or **notes to yourself**.



## PRIORITIZE

Remind yourself, "**There is always enough time for the important things.**" If it is important, you should be make time to do it.

Create and maintain a **list of specific things** to be done each day. **Set your priorities** and the get the **most important** ones done as soon in the day as you can. Also consider how long each task will take you to complete



## MAKE DECISIONS

Have **confidence** in yourself and in your **judgement of priorities** and stick to them no matter what.

When you catch yourself **procrastinating**, ask yourself, "**What am I avoiding?**"



## SCHEDULE

**Look ahead** in your month and try and **anticipate** what is going to happen so you can better schedule your time.

**Set deadlines** for yourself whenever possible.

**Schedule time** for specific tasks and **commit** to that schedule.



## DELEGATE

Ask for **help or advice** when needed. Even **talking to somebody** about what you're studying or working on can **reinspire** you and get you unstuck.

Remember to delegate **project tasks** to others in a group to work more **efficiently and productively**.