



Top 20 Time Management Tips Checklist



☐ I start my day early

What does my morning routine consist of? Do I eat a healthy breakfast and get straight to work? Or do I dilly-dally and waste time on unimportant tasks?

☐ I prioritize my tasks

Do I organize my to-do list? When I begin, do I focus on difficult tasks first to get them out of the way, or do I tackle smaller jobs to build momentum? There is no right or wrong way, just as long as I am productive.

☐ I use calendars or daily planners

Do I plan what needs to get done? Or do I go through a mad rush at the finish line and miss any deadlines?

☐ I set and respect deadlines

Do I hold myself accountable for my deadlines? Do I respect and value my time?

☐ I focus on one thing at a time

Am I constantly multi-tasking or do I focus on one task at a time? The truth is that multi-tasking often diminishes my quality of work.

☐ I limit distractions

Am I constantly interrupted by emails, IMs, phone calls, or disruptive noises? Do I strive to avoid and eliminate all distractions?

TOP 20 TIME MANAGEMENT TIPS CHECKLIST

☐ I take frequent breaks from difficult tasks

Do I step away from a project to refresh my mind? Or do I try to work even if I'm exhausted? Often I need a mini-break to re-gain my energy and creativity.

☐ I set a specific time to check email or return phone calls

Do I set boundaries for routine tasks? Am I limiting disruptions by setting appropriate times for communication with others?

☐ I use a timer and set time limits

Do I often lose track of time? If so, perhaps a timer will help me stay on track and avoid procrastination.

☐ I outsource or delegate tasks to others

Do I dread certain tasks? Who can I ask for help to get things done?

☐ I set reasonable goals

Do I break down tasks into manageable chunks? Or do I try to tackle the impossible?

☐ I group my task

Do I grouping similar tasks together and completing them at the same time.?This helps me work more efficiently as I switch from similar task to similar task

☐ I use automation and computers to save me time

Are there ways to automate repetitive tasks? Can I use templates or web-based tools to help me get things done faster? If I'm unsure how, perhaps I can ask my colleagues or friends for ideas.

TOP 20 TIME MANAGEMENT TIPS CHECKLIST

☐ I organize my desk and computer files

Is my desk clear of piles and my computer optimized to find what I need? Or does clutter surround me making it difficult to get things done?

☐ I reward myself for a job well done

Do I offer myself an incentive for a job well done? Do I work faster and harder when I have something to look forward to?

☐ I am decisive

Am I quick in making decisions? Or do I waste too much time weighing the pros and cons?

☐ I choose not to micromanage

Do I lead by example and give people the space they need to get things done? Or am I constantly pressuring myself and others?

☐ I can say no

Do I take on more than I should? Or am I assertive and say no from time to time?

☐ I use bursts of energy effectively

When I am motivated, do I take immediate action? Or do I let that energy fade as I get distracted by the details?

☐ I only allow positive thoughts in my mind

Do I have encouraging thoughts in my mind that help me focus on getting things done? Or do I grow frustrated or discouraged when a challenge springs up?

My Personal Pledge: I can manage my time efficiently and effectively – I simply have to *take action*. As I practice each item on my checklist, my time management skills grow stronger and I appreciate the value of each moment.

Meet Ann Rusnak



From childhood dreams of entrepreneurship through lemonade stands to a thriving home-based design business, my path seemed set.

But success's shadow loomed large—I was winning in business but losing in life, with health and family time paying the price.

A wake-up call in an ambulance taught me hard lessons about balance. I reinvented my approach, creating a system that turned minutes into profits without sacrificing my well-being.

Now, I share this magic through the Simplify Your Success System™, showing entrepreneurs how to achieve the same: more income without the burnout, and a life enjoyed to the fullest.

Learn the Secrets to Working Less, Earning More, and Enjoying Life!

You're invited to join our **FREE** Masterclass **"The Art of Working Less"**

In this FREE masterclass, here's what you'll learn:

- The 4-Block Framework for achieving work-life harmony. *Take control of your calendar and take back your time.*
- How to spot and cut out distractions. *Stop the energy-drain.*
- The strategies that amplify your efficiency and output. *Get more done.*
- How to easily take days off. *Relax and recharge without the stress of playing catch-up.*
- The key to increasing sales and revenue in *less time.*

Yes, Save My Seat

