



ORGANIZATIONAL GROWTH, INC

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STRATEGIES FOR EFFECTIVE TIME MANAGEMENT

Developed by Nate Terrell, LCSW and Anita Foeman, Ph.D.

- 1) Develop a priority list and make sure you check off each item as you complete it to give you a sense of having accomplished something.
- 2) Accomplish the most difficult or important item on your priority list as soon as you get to work. As a result, you do not have to spend your energy worrying about it not having been done.
- 3) Try to delegate everything that someone else could do as well as you. You are the most value to your organization when you are doing the things you are uniquely qualified to do.
- 4) When tackling a difficult challenge, focus on enjoying and/or finding meaning in the process rather than on how far you are from task completion. Paradoxically, this increases your effectiveness.
- 5) Do not wait until you feel like doing something to get it done. Do it anyway. Often, getting started is the most difficult aspect of a task.
- 6) Develop the emotional discipline and mindfulness necessary to focus on the task at hand rather than being distracted and/or bogged down by stress, anxiety, etc.
- 7) Break challenging tasks down into smaller pieces so you are not overwhelmed by how far you have to go.
- 8) When you feel stuck, leave what you are doing until you have gained a fresh perspective or renewed focus.
- 9) Plan out how you intend to use the available time you have to complete a given task. This helps assure you the task can be completed and therefore decreases your stress.
- 10) Identify and eliminate activities that prevent you from focusing on what is most important.
- 11) Allow ample time to focus on activities that are important, but not urgent such as planning for the future, building work relationships and developing the skills and knowledge you need to be more effective. Highly effective employees build in “think time” during moments in the day when they are less busy.
- 12) Complete difficult tasks at the best time for your biological clock.
- 13) Schedule your priorities rather than prioritizing your schedule (Steve Covey).

