Managing Your Time Effectively

Questions to ask yourself:

1. Do you know your most productive time of day?

2. Do your surroundings inspire productivity?

3. Do you prioritize your "To-Do" List?

4. Do you have all the tools and resources you need handy to be efficient?

5. Are there tasks you could automate, delegate or eliminate?

6. Do you batch your tasks? Admin duties, client meetings, research etc.?

7. Do you schedule time to check email? Social media?

8. Do you have CEO planning time scheduled in?

9. Do you have a hard time saying "no" to people or requests?

10. How much "white space" do you have on your calendar?

Action Steps

Time Audit (Do you know where your time goes?)- For one week track everything you do for the amount of time spent on it. Find your major categories. What is serving you? What is not?

What are your priorities? Are these represented in your use of time?

List three of your largest distractions and your proposal for avoiding each of them in the future.