

Things You Must Learn To Do To Start Controlling Your Time

- Learn to politely say no when someone ask you to do something that you know your time constraints will not allow you to do.
- Make sure you understand what they want you to do so they will understand your reasons for not being able to help.
- If you can, make suggestions that may help that person complete their project on time.
- Make a list of things you must get done daily.
- Know what resources are available to you.
- Think about how you are spending your time. Are you wasting time?
- Don't procrastinate.
- Manage your desktop. That includes, but is not limited to, mail, inbox, pending files, tickler files, project files, etc.
- Learn to multi-task.
- Remember: "out of sight" should not mean "out of mind."
- Plan time to play, relax and unwind.

Here are the most common time wasters:

- Telephone interruptions
- Attempting too much, not delegating
- Socializing
- Poor communications with co-workers
- Lack of self-discipline
- Inadequate staff; make sure you have enough help.