**10 Time Management Tips**

While you may not be able to utilize all of the suggestions, here are some helpful tips:

1. Save minutes. It is unlikely you will be able to capture large amounts of time. The secret is saving minutes. If you shorten each meeting, each phone call, etc., the total could be meaningful.

2. Block out uninterruptible time. Interruptions not only take you away from your task, they also steal the time you need to refocus. Get into the habit of blocking out time for your most important activities. And be firm about focusing on the issue at hand during that time.

3. Close your door. An "open door" policy invites visitors. While you do want to promote your accessibility, it is not necessary to be ready for everyone at any time.

4. Turn off your phone ringer. We are deeply invested in answering our phones. We're programmed to respond. But the constant ringing reduces your ability to focus and gives others the authority to interrupt you. You have voicemail for a reason. Very few situations require an instant response. You may consider including the option of reaching your assistant, or emailing you in the event of an emergency.

5. Close your email. That steady stream of emails keeps you unfocused. As with phone calls, we are programmed to monitor emails. They are distracting and usually don't need immediate attention.

6. Notify people about your needing to limit the interaction with them. Whether on the phone or face-to-face, let people know at the beginning of the conversation that the conversation has a time limit. By mentioning it at the beginning of the conversation, you won't appear abrupt to end the call when the time limit is up. Also, time limits make people get to the point. Unlimited conversations invite a lot of unnecessary information.

7. Negotiate longer deadlines with clients.. We are trained to please and when someone asks for something, it is easy to over commit. Consider what we call the 30% plus rule. Whenever you make a commitment, consider adding an extra 30% to the estimated deadline. If they object, simply ask why they need it sooner. Based on their response, you have the option to negotiate.

8. Renegotiate deadlines when you anticipate a problem. If you are under the gun with a deadline, you should contact the person you promised the moment you anticipate a problem in your delivering. The closer you get to the deadline, the more difficult the delay may feel to you and them.

9. Delegate everything you possibly can. Even if you think you have time, learn to delegate. If you wait to delegate, you won't have systems in place. The key to success is to be in charge of your schedule and delegating makes that happen. So, always be looking for good people and build your inventory of resources. If you feel your work is not delegable, keep your eyes open for revenue streams that are.

10. Block out time to prioritize two times a day. A ritual of reviewing your to-dos will help you choose the most important items. So if you can't get to everything, at least the most important will get attention.