

Time Management & Organization

1. Prioritize Your Tasks - Use the Eisenhower Matrix to decide what's urgent vs. important.
2. Set SMART Goals - Make goals Specific, Measurable, Achievable, Relevant, and Time-bound.
3. Use a Daily Planner - Plan your day ahead to stay organized.
4. Break Large Tasks into Smaller Steps - Avoid overwhelm by focusing on one step at a time.
5. Eliminate Distractions - Turn off notifications while working.
6. Follow the 2-Minute Rule - If something takes less than 2 minutes, do it immediately.
7. Use Time Blocking - Dedicate specific time slots for tasks.
8. Learn to Say No - Avoid overcommitting to protect your time.
9. Review & Reflect - At the end of the day, assess what worked and what didn't.
10. Take Breaks - Resting helps maintain productivity and focus.