

## Time Management: Top Tips, Best-Practices, Key Questions

*What would you do with an Extra Hour in your day?  
(What does that say about your core values?)*

### *Principles for Using A Planner*

Pre-Principle: Use a planning system.

1. Always have your planner with you.
2. Only use one planner.
3. Align daily tasks with your value system.
4. Prioritize tasks.
5. Work on first prioritized tasks first.
6. Check off tasks as they are completed.
7. Allow enough time for each task - expect interruptions.
8. Plan free time to handle your tasks and the unexpected.
9. No floating pieces of paper.



### **Prioritize Using ABC123**

- **A** = TOP PRIORITY - must do today
- **B** = IMPORTANT - want to do today
- **C** = NOT NECESSARY - nice to do, but...

*"The objective of time  
management is inner  
peace."*

*Ken Blanchard*