

# 8 Secrets for Mastering Time Management

## 1. Declutter

Declutter your desk, your inbox, your task list, and your life.



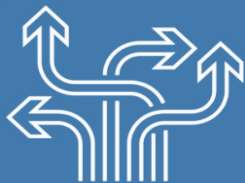
## 2. Plan

Plan out your work day and stick to it (check off accomplished tasks as you go.)



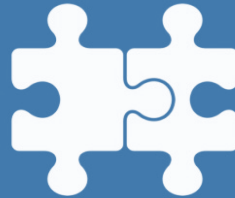
## 3. Prioritize

Rank your tasks in terms of priority and align them with your job demands, your goals and MBOs.



## 4. Be effective

It's not a race. Don't try to be the most efficient; try to be the most effective.



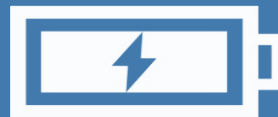
## 5. Focus

Focus on the "vital few" rather than on the "vital many".



## 6. Finish the job

Develop your "finishing instinct" - when you get to a task, complete it no matter what.



## 7. Stop procrastinating

Most people tend to tackle easy tasks first and push out the difficult ones - don't fall into this trap!



## 8. Stay organized

Once you get organized, stay organized.

