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.