

Time Management and Setting Priorities

1. Do aversive things first thing in a.m.
2. Know your own best times
3. Reserve best times for most important tasks
4. Delegate
5. Clear separation between home and work
6. Jot down tasks when you think of them
7. Use task manager software
8. Keep list of future projects
9. For aversive tasks, just start it
10. Allocate time proportional to importance of tasks
11. Remember process and enjoyment is as important as productivity
12. What are rate limiting issues. What will hold up things in the future
13. Big savings are in saying no to large time tasks
14. Don't let email, phone, text rule your day
15. Make fun tasks contingent on at least some work on aversive task
16. Set up deadlines for yourself and try to follow them
17. Be conscious of tasks that help others or help you. Usually give priority to former
18. Let people know if task will not be done for a while
19. Beware "short" or "small" tasks that are so rewarding but not very useful.
20. Decide if last 10% to make it perfect is worth it – i.e., okay to have "good enough" goals
21. Last 10% takes up 50% of your time
22. Include slack on timelines to allow things to go wrong
23. For long tasks – set up certain amount of time daily to do it
24. Down time where you do not think of the topic is crucial .
25. Use tickler to remind yourself of deadlines
26. Every 3 months, daily track how you spread your time each day for a week
27. Use lots of ticklers in calendar for recurring tasks
28. During travel "dead time" think about your big goals and big priorities – are they correct for you?
29. Okay to use how much fun a task is to decide on it; i.e. think process vs product
30. Is it quicker to do it yourself rather than delegate or put on to do list?
31. Value your ideas – write them down and organize them
32. Think of things that can be deleted from to do list or moved to distant future
33. Use little tasks to break up large tasks
34. Know when to stop large task due to poor concentration
35. Ask "what am I avoiding " or "what am I worried about" and rationally decide if best to attend to it soon.
36. Develop a reputation for brief comments on important topics. Compose comment in your head.
37. Do not meet unless necessary. Okay to cancel regularly scheduled meetings.
38. Do not be so organized you are inflexible
39. Ask who needs to know this decision, information etc. and "cc" them
40. Using speaker phone on conference calls but avoid multi-tasking during call
41. Use email and texts to avoid verbose people.

42. Is the final email "thank you" necessary?
43. Okay to leave lectures, meetings early
44. You do not need to answer all phone calls
45. Take note of whether phone, email, text or in person works best with a person or group
46. Delay decisions to group meetings whenever possible
47. When say no to a request , do not need to provide a reason
48. Use breaks when necessary
49. Look at last draft one more time
50. Are edits changing but not improving?
51. Think about who makes the ultimate decision and what their contingencies or past history tells you