



Griffith Productivity Solutions



## THE 7 C'S FOR BETTER TIME MANAGEMENT

### 1. CLEAR the decks:

Clear away any potential interruptions when you begin your task.

Silence the TV, phone, and the signal beep of incoming emails, voice mails and texts. Plan specific times in your day to deal with voice mail and email, rather than allowing yourself to be distracted with each incoming message.

### 2. CONQUER the worst first:

Tackle the most difficult task on your to-do list first. Gather all the materials and information you will need in one place, set your timer, and resolve to conquer the hardest task you must face before you take on anything else. After you've taken care of the most challenging item on your list, the rest of your to-do's will seem much easier to accomplish!

### 3. CHUNK it down:

Large projects can be intimidating when viewed as a whole. Break the project up into smaller chunks, dividing it into smaller tasks that can be taken on individually and consecutively to gradually accomplish the end goal.

### 4. CLOCK your time:

If you're having difficulty getting started on a problematic project, fight procrastination by setting a timer for 15 minutes. Resolve to work without stopping until the timer goes off. Chances are, once you get started, you will find yourself continuing to work even after your 15 minutes is up.

### 5. CREATE urgency:

Deadlines require that projects and tasks be finished by a specific time. If your project doesn't have a deadline imposed from elsewhere, establish your own deadline. Mark your desired finish time on your calendar. Map out a timeline for completing the various tasks associated with your project and stick to it.

### 6. COMMIT to one calendar:

Commit to keeping only ONE calendar, and keep it religiously. Whether your style favors paper or electronic, find a system that works for you and record everything in one place. Shifting back and forth between different calendars only wastes time and increases the risk that something will be forgotten or missed.

### 7. CUT time-draining tasks:

Take a good, hard look at your calendar. If your days are overflowing with commitments that can be delegated to someone else, delayed to another time, or simply eliminated, do so and lighten your load.