



16 Proven Ways to Make Better Use of Your Time, Starting TODAY!

E-MAIL

Use a stacking tray or file folder labelled "E-MAIL" to store paper items associated with e-mail you plan to send. You can process them more efficiently in a batch.

Schedule specific times during the day to check and process your e-mail. This reduces the tendency to constantly check it throughout the day and makes you more efficient.

Sort incoming e-mail by subject, key word, or author so you can process related mail collectively.

File e-mail you want to keep in the appropriate subject folder when you send or receive it. Do not store everything in your "Inbox" or "Sent Mail" folders. It's not efficiently retrievable.

VOICEMAIL

Put routine requests, like your fax number or e-mail address on your outgoing voicemail message.

Leave brief voicemail messages. Give alternatives for contacting you; e.g. e-mail or fax.

Always end your message with your phone number. Do not assume someone has your number readily available.

PAPER MAIL/FAXES

Sort your incoming mail so that you can process like items together.

Have separate outboxes such as "To Be Filed," "Fax," "Copy", and "Outgoing Mail," if this makes it more efficient for you or an assistant to process outgoing information.

READING

Magazines pile up! Rip out and bind the articles that interest you and throw the rest away! Carry the binder to read while waiting in line, for appointments, etc.

GENERAL

Always ask yourself, "Am I doing what's most important right now?" If it takes you closer to your goal, the answer is likely yes.

Clear out clutter! It distracts you, creates stress and makes you feel disorganized and out of control. Adopt the phrase, "A place for everything and everything in its place."

Return phone calls when the other party is not likely to engage in a long conversation, e.g. right before lunch and quitting time.

You'll value your time more if you know how much each hour is worth. Do the math. And never forget: Your time is more valuable every year because there's less of it ahead. Take action NOW!

Do not fear delegating! Let someone else handle the administrative tasks. Spend your time doing what you do best not shuffling paper.

Identify priorities as those that have the highest return on invested time, not those simply considered most urgent.