

simple intentions

BEST PRACTICES: TIME

You can't create more time, but you can more intentionally manage your time by being aware of how you spend the time you have. Mindful, selective time management can bring greater balance to your life.

- Get curious about why you do things in the order in which you do them. Ask yourself, for example: What is my morning routine, and why is it ordered that way? What is my workday schedule, and why is it arranged as is it?
- Block out “think time” – time free of meetings or email – on your calendar at least once a week, if not every day. Use this time to focus, reflect, regroup.
- Build in 30-minute on-ramp and/or off-ramp periods to your workday to plan and revisit action items.
- Be in the moment, focus on the task at hand. In other words, stop multi-tasking.
- Be consistent with your calendar. Having a consistent schedule frees your mind for focused work, and helps others plan around you.
- Consolidate your personal and professional calendars if it helps eliminate redundancies and omissions.
- At the end of each workday, during your off-ramp period, write down three to five priorities for the next day. Writing them down helps keep your mind off work throughout the evening and night.
- Organize your time so you accomplish your three to five priorities first. Resist doing the easy things first or you risk never getting to the important things.
- Set boundaries around when and how much you will work from home – and be consistent. Share your plan with co-workers and family members, so they can plan around and support you.
- Be empowered to decline meetings that are unrelated to your work commitments.
- Create “work-free” lunch times at least two days a week.
- Resist the urge to be the first one to answer an email.
- When sending email on weekends, state in your mail whether you expect a prompt response or if it can wait until Monday.