



April 4, 2024

I have been listening to the Rolling Stones a lot lately (gearing up for their concert next month!) and yesterday when I heard Time is on My Side, I actually laughed out loud.

It brought me back to the hustle and bustle of my corporate life, when time NEVER felt like it was on my side.

It was more like putting out one fire after another, day in and day out.

And for some reason, I bet you can relate to this, as time management is something nearly all of my clients tell me they struggle with when we first start working together.

Juggling multiple priorities, deadlines, and responsibilities, trying to strike a balance between day-to-day operational tasks and long-term strategic initiatives, and making time for personal development and self-care - is this even possible?

Yes, my friend, it actually is.

To help make this easier for you, I've put together a list of Do's and Dont's that I hope give you inspiration when it comes to changing your time management game:

Do's:

✓ Set clear goals and priorities: Clearly define your objectives and prioritize tasks accordingly,

Example: If your goal is to increase sales, prioritize activities such as prospecting new clients and following up on leads.

✓ **Use time-blocking techniques:** Allocate specific blocks of time for different tasks or categories of work.

Example: Designate the first hour of your day for focused work, and be specific about how you will use these blocks.

✓ **Break tasks into smaller, manageable chunks:** Divide large projects or tasks into smaller, more actionable steps.

Example: Break down the marketing campaign you're working on into tasks such as research, content creation, design, and implementation.

✓ **Prioritize tasks based on urgency and importance:** Use tools like the [Eisenhower Matrix](#) to prioritize tasks based on their urgency and importance.

Example: Focus on completing important and urgent tasks first, delegate or defer less critical tasks, and eliminate tasks that are neither urgent nor important.

✓ **Minimize distractions:** Identify and eliminate sources of distraction to maintain focus.

Example: Turn off social media notifications and close unnecessary browser tabs while working on that big presentation.

Don't's:

✗ **Don't procrastinate:** Avoid putting off important tasks or waiting until the last minute to start working on them, which can lead to unnecessary stress and lower quality work.

Example: Start drafting a proposal as soon as the request is received instead of waiting until the deadline approaches.

✘ **Don't overcommit:** Be realistic about what you can accomplish within a given timeframe; otherwise, you set yourself up for burnout and lower productivity.

Example: If you're already at capacity with existing projects, think twice before agreeing to take on additional responsibilities.

✘ **Don't multitask excessively:** While it may seem like multitasking allows you to accomplish more in less time, it often leads to decreased efficiency and lower quality work.

Example: Avoid checking emails or taking phone calls while simultaneously working on a presentation (Do Not Disturb is an awesome feature!).

✘ **Don't neglect breaks and downtime:** Taking regular breaks and allowing yourself time to recharge is essential for maintaining productivity and preventing burnout.

Example: Schedule short breaks throughout the day to rest and recharge, like a walk around the block or a coffee break with a colleague.

✘ **Don't micromanage every detail:** Trust your team members and avoid excessive control.

Example: Provide guidance and resources but allow team members to manage their tasks independently.

Let me know how these tips help you conquer your time management game - I want you to be able to say "Time is on my side" and actually mean it!

Cheers, Tracy

I offer 1:1 coaching, group coaching, team facilitation, and public speaking, and tailor offerings to the specific needs of you/your workplace. [Contact me to learn more.](#)

Are you an emerging or established leader looking for support? Do you long to show up as your most confident self? Do you dream of the day when leadership feels effortless? If any of this describes you, [schedule a FREE 30 minute clarity call with me here](#) and make your struggles a thing of the past!