
Time Management Strategies

A COMPREHENSIVE GUIDE

1 Set S.M.A.R.T. Goals

Setting specific, measurable, actionable, realistic, and timely goals is the foundation of maintaining good time management.

2 Stay Organized

Organize things as you go, so you don't waste time later sifting through disorganized files and a cluttered inbox. Labels and folders are your best friend!

3 Prioritize Tasks

Multitasking isn't worth it. You complete less work at a lower quality and spend valuable energy doing it. Think about what's most important and prioritize that above your other tasks.

4 Manage Distractions

You can't complete things in the time you want to if you're constantly fighting off distractions throughout the day. Do your best to find a quiet, private space to work where you can fall into focus mode with minimal disruptions. Use time blocking so you ensure time is set aside for your tasks.

5 Delegate!

Sometimes there's simply too much to do for one person. Delegating overflow tasks to your virtual assistant can clear lower priority tasks from your to do list, allowing you to spend your time doing what's really important. Not sure how to delegate? Check out our comprehensive guide on delegation [here](#).