



Managing Your Time

- **Get a calendar that works for you** - paper or electronic format based on your preference
- **Schedule important tasks early in the week** - Complete priority items at the beginning of the week
- **Work hard during your peak times** - Identify when your brain performs best and tackle your most demanding, creative work during those high-energy periods
- **Keep a prioritised to-do list** - Organise your task list by placing the most important or time-sensitive items at the top
- **Don't bite off more than you can chew** - Schedule yourself realistically by spreading tasks out appropriately and learning to say no to commitments when you lack the time



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