**Prioritized Time Management Concepts**

**Know your roles, responsibilities and expectations**. Are you crystal clear about what is expected of you?

**Honor your goals**. Make sure you are engaging in activities that support your personal and district goals.

**Enjoyment should always be the target**. Arrange your work in a way that you’re happy living out the details of your daily life.

**Work at work and live at home**. You must make time away from work for family, play and rest. This is a key to obtaining professional and personal balance.

**Plan a schedule for each workday**. Take the first 30 minutes of each day or the last 30 minutes the night before to plan your new day and don’t start your day until you complete the plan. *The most important part of your day is the time you schedule to schedule your day*. Prioritize your work tasks and complete the most important tasks first. Each day identify the two tasks that are most important and do them first. Prioritize wisely. *You will not get everything done but you will get the most important things done.*

**Devote your entire energy to the task at hand.** Don’t multi-task. Current research indicates that the brain cannot effectively juggle two tasks at once, instead it switches from task to task. Studies show that multi-tasking kills productivity by 40%! (1)

**Use the Perfect Performance Ratio** when focused on tasks. Research indicates that generally

the brain works best in 90 minute segments followed by 20 minutes of off-task

activity. This pattern rests the nervous system and renews its energy. (1)

**Just say no.** *Remember, you are the boss*. Eliminate the non-essentials. Do more of

what is really important and less of what is not. When considering taking on a task

ask yourself, “Is this really the best use of my time right now and/or is the

payoff worth the price?”

**Delegate more often**. Don’t do things that others can do for you that fit within their job

descriptions.

(1) How to Boost Your Productivity According to Science, by Vivien Luu