

# LANDMARK LIFE COACHING

## TOP 5 WAYS TO EXCEL IN TIME MANAGEMENT

Ahhhhh....there are just not enough hours in the day to get done what I need to. Does this sound like you? This actually sounds like most people. There are so many competing demands between family, work, more work, education, hobbies, etc. that there doesn't seem to be enough time to properly get things done or through any given day without being overwhelmed with stress. With these 5 simple steps below you will be on your way to excelling in time management.

1. **Create a breakdown of what your day consists of.** Write down all the things you believe you have to get done each and every day.
2. **Create categories to put these items into.** Be creative and categorize what you believe are your must get done items, this can be by type, amount of time to complete, importance, etc.
3. **Draw a line of importance.** Above the line of importance are those things that if not complete will have significant negative consequences and below the line are the should do or would be nice to do.
4. **Create a list each day to work from.** Either the night before or the morning of create a list of items that are above the line, these are the only items you will focus on unless you complete them. If you complete them that day then move a couple should or nice to do items up to also complete that day.
5. **Ensure you control the actions that need to be taken.** Don't let others drive what your list consists of, if change is needed in the list during the day due to job or family needs then a compromise must be reached to stay in focus.