



# HOW TO MANAGE YOUR TIME

TIPS

## CREATE AND CARRY A SCHEDULE

- Understand how much you can get done during a day: How much time is actually spent being productive or not?
- Create a schedule with milestones, time blocks for high-priority tasks and "office hours" as well as dedicated time for yourself.
- Plan your day before you start it: What needs to get done by the end of the day?
- Take some time before and after calls and meetings to decide what your objectives are and to review if your desired results were achieved. Take this time into consideration when planning your schedule.

## "DO NOT DISTURB!"

You have absolutely no time to chat with colleagues or other interruptions because work needs to get done?

- Put up a "Do not disturb" sign.
- Set points to check e-mails rather than answering them when they come in.
- Don't answer the phone, disconnect instant messaging, facebook, twitter and other social media (unless you need it for your business).

## PRIORITIZE

- Create a to-do-list with all tasks that need to be done: Prioritize the items on the list into urgent/not-urgent and important/not-important. Highlighting very urgent or important parts might help!
- Start with the most difficult or urgent/important task
- Postpone not-important tasks if necessary
- Differentiate between urgent and important tasks. Not every urgent task is necessarily important:

'Urgent' tasks require immediate attention, but whether it's actually given may or may not matter, e.g. answering the phone when it's ringing

'Important' tasks matter, and not doing them may have serious consequences for you or your project and business.

## SET REALISTIC GOALS

When setting your goals, make sure that they are clearly defined, realistic and achievable.

- Examine your current situation and define the actions to take
- Include time for unforeseen events and issues
- Roll over unfinished tasks to the next day, and do them first.
- Reject unrealistic deadlines
- If applicable: have a "plan B" in case you need to change your plan

## AVOID PROCRASTINATION

Don't miss deadlines by avoiding procrastination! The best time to start working on a task is **now**. If you cannot start immediately with a task, schedule an appointment with yourself and make sure that you are not interrupted or distracted (refer to the tips: "Do not disturb").

## STAY MOTIVATED!

- Do you like working to tight deadlines or not? Know which method works for you and plan your time accordingly.
- Keep tidy! A tidy workplace makes it easier to stay on top of things and can improve your motivation.
- Reward yourself for achieving goals and enjoy ticking off completed tasks from your to-do-list!

## LAST BUT NOT LEAST...

- **Get enough sleep** and time for relaxation!
- **Keep active!** Get up and move around at least once an hour to refresh your mind! Take mini breaks when you need them.
- **Don't try to multi-task** and focus on what is most important and urgent.
- Take a **positive attitude towards failure**: you can learn most from mistakes!
- **Stay calm!** It can be very stressful feeling overwhelmed by too many tasks!



Speak with Confidence

## Costa Rica

San Pedro (506) 2253-9191  
Sabana Norte (506) 2291-4327  
Fórum I, Santa Ana (506) 2204-7555

## Guatemala

Reforma y Majadas  
(502) 2291-4444

## Panamá

Marbella (507) 265-4800

**800-BERLITZ**  
www.berlitzca.com  
info@berlitzca.com

