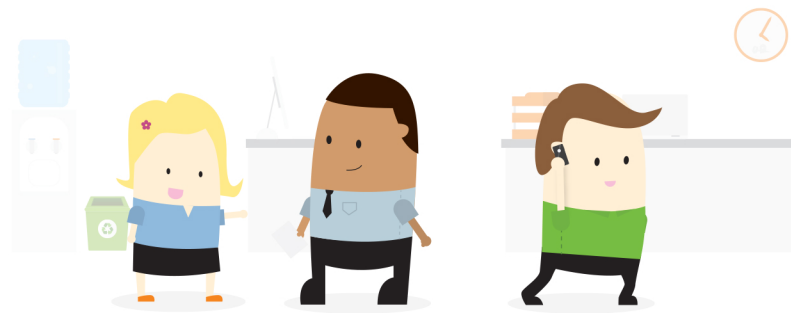# Time Management Tips
Making the Most of Every Working Day

When we manage our time well we're more productive at work, and our stress levels drop.

Let's look at five of the most common time management mistakes, and how you can overcome them.

1 **Prioritizing a To-Do List:** always have a To-Do List available, and prioritize the tasks on it, using letters or numbers.

To-Do List

A. Write To-Do List

B. Prioritize tasks

C. Make points clear

2 Try **turning off emails, IM and cell phones** for periods of the day, or setting aside a block of time to complete a specific task.
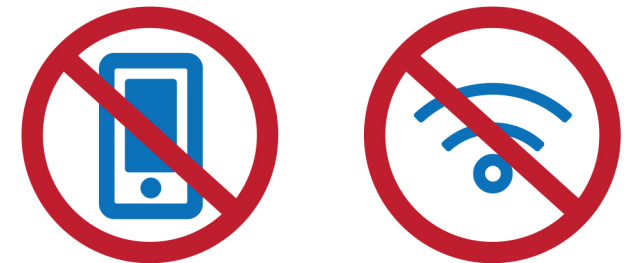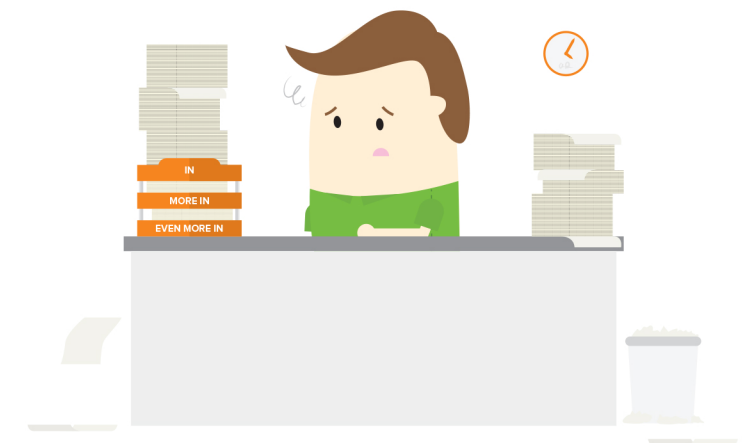
5 Are you a morning person? Or do you find your energy picking up in the afternoon? **Schedule your high-value work during your peak time.**

4 **Let your brain rest and recharge.** Breaks provide valuable downtime, enabling you to think creatively and work effectively.
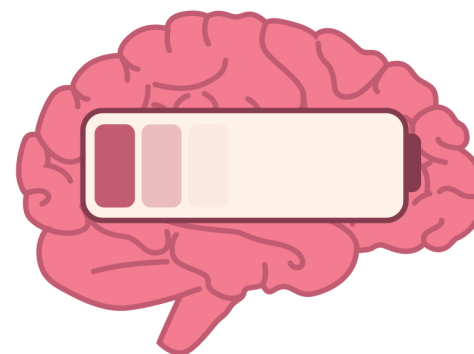
3 Learn to **say "no"** to people if you already have a heavy workload, and **concentrate** on the task in hand.

To learn more about 10 Common Time Management Mistakes, read the article at **mindtools.com/time-management-mistakes**

MindTools