TIME MANAGEMENT TIPS

RECORD
YOUR CURRENT SCHEDULE
Figure out how you're currently using your time and what to improve.

30 minutes
at the start of each day for planning

Make a to-do list and schedule your day.

DELEGATE
SOME WORK
If you don't have to do everything by yourself, then don't figure out what other people can help you with.

BATCH
SIMILAR TASKS
Cut down on time you waste transitioning between tasks by doing similar things at the same time. (like replying to e-mails)

USE "WAITING" TIME EFFECTIVELY
When you're doing things like riding public transit or sitting in a waiting room, use that time productively.

TURN TASKS INTO HABITS
Make things easier by turning work tasks into a regular routine

IGNORE phone calls and e-mails
Unless it's an emergency, leave your replies for later. Don't let yourself be needlessly interrupted.

MINIMIZE meeting times
More work gets done outside of meetings than in them.

BLOCK out social media
Reduce distractions. Don't open up social media until your work is done.

[Library Management Tips That Work](#)

WJ Hussar

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