

# TOP 10 TIPS FOR MANAGING YOUR CALENDAR



## PRE-PLAN.

- Take 15-20 minutes at the end of every day to plan the next day.
- Identify your top 3 goals and top 3 work tasks for the next 24 hours. Prioritize accordingly.
- Prepare by clearing your workspace and gathering the needed tools and resources.



## REVIEW.

- Take 15-20 minutes at the end of every week to review the week's outcomes.
- Apply the 80/20 rule: 20% of your activities will account for 80% of your results. Ask, "Did I focus on the 20% with the highest ROI?"
- Adjust next week's calendar accordingly.



## USE TECHNOLOGY.

- Use a digital calendar instead of a paper one if possible. Create reminders, color code tasks, and add time zones for working with virtual colleagues & clients. Digital calendars also allow you to track and merge personal and professional tasks.
- Use a virtual scheduling tool for meetings. Often these will use AI technology to make scheduling far less of a chore.



## USE MEETINGS WISELY.

- Meet to solve problems, make decisions, gain buy-in or support, and/or build relationships. Don't meet for information-sharing only.
- Meet only as long as needed.
- Send action items immediately.
- Treat meeting fatigue, especially for virtual teams.
- Schedule meeting-free days every week.



## TIME-BLOCK.

- Block time for top priorities. Schedule these early in the day and/or during peak productive time.
- DONT' CANCEL a time block for top priorities - RESCHEDULE IT.
- Block time for tasks that should be batch processed, like email.



## MANAGE YOUR INBOX.

- Unsubscribe from most email lists.
- Touch each email just once. Use the 4 D's: DELETE spam/trivia. DO urgent and important action items ASAP. For urgent but less important items: DEFER them until later and/or DELEGATE them to someone else.



## REPLACE TIME-SUCKER BELIEFS.

- These include: "I can't possibly take a break." "Everything has to be perfect." "I'm the only one who can do this." "It will go faster if I do it myself."
- Replace with time-saving beliefs: "A break will restore my energy and boost productivity." "I choose to be exceptional in the most important things. I'll do the rest 'good enough' or not at all." "Part of my job is to train others, so I'll let them do this." "Is doing this the best use of my time?"



## UPGRADE YOUR SKILLS.

- Invest in continuing education - knowledge boosts productivity and improves efficiency.
- Create a "leader's dashboard" of key professional development goals.
- Block time for learning and working on goals.



## SAY NO.

- If it's not an emergency or a top priority, find a way to DELAY, DELEGATE, or DROP it.



## RE-CHARGE.

- Build breaks in between meetings.
- Take one day off every week.
- Take regular vacations to re-charge your physical and mental energy. This will add your to productivity, not take away from it.

