

# TOP 10 TIPS FOR MANAGING YOUR CALENDAR

## PRE-PLAN.

Take time at the end of the day to plan the next. Identify your **top 3 goals** and **top 3 work tasks**. Gather tools & resources.



## REVIEW.

The **80/20 rule** says that 20% of activities will account for 80% of results.

Ask, "Did I focus on the 20% with the highest ROI?" Adjust accordingly.



## USE TECHNOLOGY.

Use a **digital calendar** to create reminders, track tasks, and merge personal & professional schedules. Use an **AI-integrated scheduling tool** for meetings.



## USE MEETINGS WISELY.

Meet to solve problems, make decisions, gain buy-in or support, and/or build relationships.

Meet only as long as needed. Send action items immediately. Schedule meeting-free days every week.



## TIME-BLOCK.

Block time for top priorities early in the day and/or during peak productive time. Also, block time for tasks that should be batch processed, like email.



## MANAGE YOUR INBOX.



Sort email tasks into the **4 D's**:  
**DELETE** spam/trivia.  
**DO** urgent & important action items.  
For urgent but less important items:  
**DEFER** them until later and/or  
**DELEGATE** them to someone else.

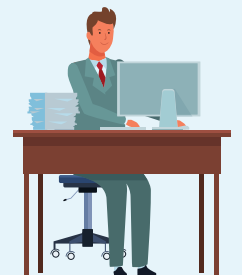
## CHANGE YOUR MINDSET.

Some thoughts drain time and energy, like, "I can't possibly take a break." "Everything has to be perfect." "I'm the only one who can do this." Replace with **time-saving beliefs**: "A break will restore my energy and boost productivity." "Part of my job is to train others, so I'll let them do this." "Is doing this perfectly the best use of my time?"



## UPGRADE SKILLS.

Invest in continuing education - knowledge boosts productivity and improves efficiency.



## 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.

