

The Timelock To-Do List

A dozen tips to get time back on your side.

Throughout his book *Timelock*, Ralph Keyes suggests ways we can ease the pressure of time. Here is a sampling:

- Don't always take the faster path; use stairs instead of elevators, walk rather than drive.
- Pay attention to your body clock and take advantage of your own high-energy periods in scheduling work.
- Cut back on sleep only in an emergency.
- Don't make use of every minute; this only increases tension while reducing effectiveness.
- Unlearn how to do two things at once; any time saved is polluted by reduced concentration.
- Remember that trying to get more done in less time can result in rushed, stressful, sloppy work.
- During overly busy periods, keep the end in sight.
- Alternate head work and hand work whenever possible.
- Use a range of high- and low-tech tools to syncopate your work tempo.
- Work in as many different settings as possible; try a stand-up desk for some tasks.
- Limit the number of times you consult the clock. Be daring some days and go watchless.
- Avoid products with thick manuals.



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