

Now let's discuss how to manage your time effectively.

What are the top 10 time management tips?

1. **Plan ahead.** Set yourself up for success by planning your next day in advance. Tips that can help include setting an alarm at night, laying out your clothes, packing a lunch, and putting your purse or wallet by the door.
2. **Make a to-do list.** Using a time management worksheet helps you to be organized. It will keep you on track to accomplish your tasks and goals for the day.

Limit your time on social media. We can all agree that social media it is time consuming. Give yourself a time limit to check your social media. Allow yourself to check your page 2-3 times a day for 10-15 minutes each time. After you reach your daily limit, get off and focus on something else. If you own a business, use a social media scheduler like [Tailwind](#). It will allow you to schedule your social media posts in advance. This way they will automatically post without you having to manually upload them.

Plan your meals in advance. Meal prepping will save you time and energy. Choose one day out of the week to do your grocery shopping and pre-cook all your meals. Next, use [freezer-safe meal prep containers](#) to store the meals you don't plan to eat within the next couple of days. Total game changer!

1. **Create a cleaning list.** Create a cleaning list with 1-2 cleaning tasks you can do each day. This will make cleaning less overwhelming.
2. **Prioritize Your tasks.** Get important tasks done first. These are usually the most time consuming or annoying. This way as you get burnt out throughout the day you will only have easier tasks left to complete.
3. **Stop procrastinating.** It's crazy the amount of time we spend putting off stuff that we don't want to do. This causes stress and anxiety. Focus on what steps you need to take to accomplish the goal, and less on perfection.

Create weekly goals. Creating goals for yourself will help you to stay focused on what you are ultimately trying to accomplish. Use these [free goal setting worksheets](#) to help you map out your week ahead.

1. **Get a good night's sleep.** Giving yourself enough time to sleep at night is important for your mental and physical health. Being well rested will provide the energy you need to stay on track and tackle the day ahead.
2. **It's okay to say NO.** Telling people no is okay if those requests don't always align with your morals, you are too tired, don't have the time, or you just don't want to. Sometimes saying no is the best time management technique to take back control of your life.

Name: _____ Date: _____