Managing Your Time Wisely: Pro Tips

- Find something to enjoy in whatever you do.

- Stop regretting your failures and start learning from your mistakes.

- Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.

- Plan your day each morning or the night before, and set priorities for yourself.

- Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.

- Examine your old habits and search for ways to change or eliminate them.

- Put up reminders in your home or office about your goals.

- Set your priorities and get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.

- Look ahead in your month and try to anticipate what is going to happen so you can better schedule your time.

- Try rewarding yourself when you get things done as you planned, especially the important ones.

- Have confidence in yourself and in your judgment of priorities, and stick to them no matter what.

- When you catch yourself procrastinating, ask yourself, "What am I avoiding?"

- Start with the most difficult parts of projects—that way, either the worst is done, or you may find you don't have to do all the other small tasks.

- Put your efforts in areas that provide long-term benefits.

- Push yourself and be persistent, especially when you know you are doing well.

- Think on paper when possible; it makes it easier to review and revise.

- Be sure to set deadlines for yourself whenever possible.

- Ask for advice when needed.