



Summary

There never seems to be enough hours in the day, but when you approach your time with intentionality, you can accomplish more with less stress. This mini-guide lists the 8 approaches to time management, additional pro-tips and recommended readings to help you be more intentional with your time. The full guide contains reflection questions and suggested activities for each step and is available at Patreon.com/modernmanager

“Doing fewer things means determining what tasks actually move you forward toward your goals and eliminating those tasks that don’t.”

8 Steps to more effective time management

1. Get a grasp of everything on your plate
2. Identify what really needs to be done
3. Identify what can be delegated
4. Bundle similar activities
5. Automate
6. Time-block
7. Grow your skills
8. Identify what things you want to be doing (or doing more of)

Episode 019: Time Management Methods, Mindsets, and Approaches

mini-guide

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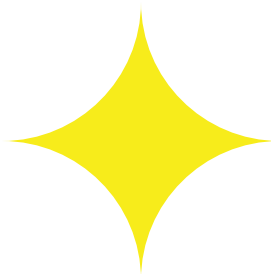
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● Pro-tips on time management

- **Separate planning from doing.** Take 10 minutes at the start of your day to review your calendar and your to-do list. Make a “today list” of what you need to get done today and keep this list handy so you can easily refer to it. Each time you finish one thing, refer to your list and get going on what’s next.
- **Strategically multi-task.** Look for opportunities to do two things at once that don’t require task-switching. Good candidates are activities such as making phone calls during your commute, listening to an audiobook while doing the dishes, enjoying a meal (instead of coffee) with friends.
- **Say “no” to some meetings.** If you aren’t sure why you’ve been invited to a meeting, ask the host, “What are you hoping this meeting will accomplish? Why do you specifically want me to attend? Is there another way I can contribute without having to be present?”

● Suggested reading

- The 5 Hour Workday by Stephan Aarstol
- Off the Clock: Feel Less Busy While Getting More Done by Laura Vanderkam
- Momentum: Creating Effective, Engaging, and Enjoyable Meetings by Mamie Kanfer Stewart and Tai Tsao



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