

# TERRI'S GUIDE TO TIME MANAGEMENT

## (AND HOW TO MAYBE HAVE FREE TIME)



Start here each morning and after breaks



**1** Quick emails and tasks (<15 minutes each)

**2** Tasks someone else depends on to move forward

**3** Medium length tasks (due within 3 weeks)

**4** Limited Procrastination

New quick or short turnaround tasks

**5** Longer-term tasks, complete in parts

**STOP**

Have a hard stop at the end of the day

Remember to Take Breaks

Questions? Feel free to book an appointment



with the CommLab