

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

Questions? Feel free to book an appointment



with the CommLab

Remember to Take Breaks

