

Time Management Tips

- Set personal/meaningful goals
- Make a 'to do' list everyday
 - Write down everything
- Prioritize- urgent and important, not urgent but important, urgent but not important, not urgent and not important
- Wake up Early
 - Work on yourself
 - Exercise your body
 - Get ready for big stuff
 - Increase your productivity
 - Use morning time for thinking
 - Mediate/Relax
 - Beat the traffic
- Manage distractions
- Manage procrastination
 - Don't wait until things become urgent
- Avoid taking on too much
- Learn when to say 'No'
- Know your negotiables and non-negotiables.
- Get Organize
- Effectively schedule tasks
- Get a good night's sleep
- Communicate your schedule to others
- Concentrate on one thing at a time
 - Avoid multi-tasking
- Consider your personal prime time
- Take Breaks- make time for yourself
- If you delegate things, assume the outcome may not be what you imagined
- Start early, on time, and end on time
- Celebrate success

Sleep Management Tips

- Have a consistent sleep schedule- go to bed and wake up at the same time every day
- **Have naps before 3pm**
- Relax/wind down before bed
- Take a warm bath or shower to raise your core body temperature
- Create a good sleeping environment- quiet, cool, and dark
- Reduce use of electronic devices within 60 minutes of bedtime as the light from them interferes with sleep
- Avoid caffeine and nicotine in the evening- they stimulate wakefulness
- Avoid alcohol in the evening- it interferes with restorative sleep
- Be aware of when, how much, and what kind of exercise you do in the evenings
- See a doctor if you are experiencing day time fatigue and you snore this may indicate sleep apnea and require treatment