While the same tools do not work for everyone, the suggestions below can help you develop a more effective system to manage your time.

**Take time to plan:** Would a written “to do” list help, or blocking off time on your virtual calendar? Can you turn off notifications on your phone during specific times each day?

**Ascertain goals:** Goals are particularly helpful for creative people. They give life direction. Set specific, measurable, realistic, and achievable goals.

**Determine your most productive time of day:** Are you a night owl or a morning person? Use your most productive time of day for your most demanding and creative tasks.

**Develop a to-do list:** Prioritize your tasks whether it be on a written or electronic list. Some organizational experts recommend an A (very important) to F (unimportant) order; others an A (must get done today), B (must get done soon), and C (must get done sometime) priority. Break large tasks into smaller ones. Check them off as you complete them.

**Delegate:** Ask for help from family members or coworkers. Empowering them to accomplish tasks on their own is priceless.

**Work conscientiously:** Correcting errors is time-consuming. However, paying unnecessary attention to detail is a form of procrastination. Strive to do your best, but recognize the reality of occasional lapses.

**Try the “10 minute rule”:** Work on a dreaded task for ten minutes each day. Once you get started you may find you want to finish it.

**Practice saying “no”:** Consider your goals and schedule. If you are convinced that your goals are important, saying “no” to tasks which do not fit into your priorities gets easier.