WORKING FOR A HEALTHIER TN

TIME MANAGEMENT

"The bad news is time flies. The good news is you're the pilot."
~Michael Altshuler

PLANNING ELEMENT	PLAN FOR THE WEEK
Top priority for the week	
Meetings and/or conversations I need to schedule	
Decisions needed to be made and by whom	
Coaching and/or developing for the week	
MUST NOT MISS ITEMS	
Potential barriers to meeting the top priority for the week	

1. PRIORITIZE

Assign daily tasks based on priorities, time you estimate they'll take and your schedule.

2. SCHEDULE

Schedule important tasks first, and break them into small, doable steps.

3. FOCUS TIME

Schedule uninterrupted focus time.

4. DETERMINE

Schedule difficult tasks during the most productive hours of your day.

5. PLAN

If possible, plan your week and check with your team for alignment and disconnects.

6. PAUSE

Gather your thoughts before responding to unexpected setbacks.

Source: Planning and Priority Setting Participant Guide, Tennessee Department of Human Resources