Chapter Two Tip Sheet: Schedule Time To Do It
When do I find the time to do my critical tasks?

1. If you don't already, learn to love what you do—or change careers. You can't maximize your productivity if you don't enjoy your work.

2. Establish daily routines for common work tasks, such as checking email or compiling your HIT list. This allows you to make fewer decisions, reducing your energy expenditure.

3. If someone hands you a project without a deadline, set one yourself to help you stay on track.

4. Practice purposeful abandonment, letting low-priority tasks drop off your list—at least temporarily.

5. Once you've filled your schedule, stop. You'll always have more tasks than time.

6. Hold onto your time with both hands. Don't easily let anyone (except your boss) take it away from you by adding items to your task lists.

7. Stop being so generous with your time, and relearn the value of saying "no" when doing so is appropriate.

8. Rather than waste time on meetings, distribute necessary information via email, phone calls, and other media.

9. Be willing to leave a meeting if it doesn't finish on time or wanders into uncharted territory.

10. Before you take a break between tasks, consider how long it may take you away from work—and how that will affect your productivity.