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Tips To Make Time for the Work That Matters

1. **Build Your Capacity to Focus**

   If you have a 'To Do' that needs to get done, allow yourself some time to truly focus. Be disciplined about scheduling time in your day when you're at your best. Turn off email and text notifications and find a quiet, distraction-free zone. This will allow for uninterrupted time where you can dedicate your full attention to a project or deliverable.

2. **Minimize Multitasking**

   Don't accept the false economy of multi-tasking. It reduces your effectiveness and costs you time in the long-run. If a task requires clear focus and concentration, make it a priority and devote dedicated time to focus on it. This principle applies to both projects and people.

3. **Learn to Say 'No**

   It's easy to end up with a lengthy to do list you simply can't get through. Be clear on the projects and priorities where you can add the greatest value. Work with your leader to clarify what's most important and manage expectations. Build your confidence to redefine or re-prioritize requests coming in.

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If you're looking for more learning, these courses will help you become an expert in managing your time:

Time Management

The 7 Habits of Highly Effective People® Signature Edition

Project Management Essentials :Part 1 - The Fundamentals