



Ten Tips to Mindfully Manage Time

The one commitment you need to make to successfully pursue the mindfulness alternative is to intentionally manage your time so that you have a fighting chance of showing up at your best.

There are 10 best-practice management tips, but you don't have to adopt all 10 to make a difference against feeling overworked and overwhelmed.

Time Tip 1: Recognize and Overcome the Tyranny of the Present.

There's a certain amount of stuff you've got to do every day to keep the game going, but keeping your ante of that stuff as low as possible gives you the space to actually be fully present for the things that matter most.

Time Tip 2: Ask, "Is This Really Even Necessary?"

Chances are, you're doing things on a regular basis that aren't really even necessary.

Time Tip 3: Push Your Calendar's Reset Button.

What's most important to get done today? What could be postponed? What could be outsourced?

Time Tip 4: Understand and Set Your Operating Rhythm.

Learn what works for you in optimizing your time, energy and attention throughout the day.

Time Tip 5: Schedule the Most Important Rocks First.

High-capacity professionals are clear about what else is important to them other than work and make sure that those items go on their calendars first.

Time Tip 6: Give Yourself Time for Unconscious Thought.

That may look a lot like taking a walk, riding your bike, cleaning your house or playing with your kids.

Time Tip 7: Set Boundaries and Guardrails.

There are two steps you need to take to have boundaries. The first is to recognize what they need to be for you to consistently show up at your best. The second step is once you have boundaries, let other people know what they are.

Time Tip 8: Use Yes and No Strategically.

One of the quickest ways to end up feeling overworked and overwhelmed is to mindlessly say yes to every request.

Time Tip 9: Tame the Distraction Dragon.

Schedule checking your email at specific times during the day, and ignore emails for the rest of the time.

Time Tip 10: Consider Your Impact.

If you're in a leadership role, people are taking their cues from you whether you know it or not.