Now how do I improve time management?

1. **LEARN TO SAY NO**
   Learn to decline, tactfully yet firmly, requests that do not fit with your goals.

2. **PLAN**
   Start each day by making a general schedule with specific emphasis on one or two things you would like to accomplish including things that will achieve long-term goals. The more time we spend planning a project, the less total time is required for it.

3. **TAKE BREAKS**
   To work for long periods of time can decrease energy, as well as increase stress, tension, and boredom. Switching from a mental task to a physical task can provide relief. Merely resting can also increase your efficiency, reduce tension, and most importantly, benefit your health.

4. **CONCENTRATE**
   The amount of time spent on a project is not what counts; it’s the amount of uninterrupted.

5. **DELEGATE**
   Learn to delegate the challenging and rewarding tasks, along with sufficient authority to make necessary decisions.

What should I avoid when trying to manage time?

1. **AVOID CLUTTER**
   Clutter can hinder concentration, causing frustration. When you find your desk becoming messy, take time to organize. You can only effectively work on one task at a time, so concentrate all of your efforts on the most important one.

2. **AVOID PERFECTIONISM**
   There is a difference between striving for excellence and for perfection: the first being attainable, gratifying and healthy, while the second is often unattainable, frustrating, and neurotic.

3. **AVOID BECOMING A WORKAHOLIC**
   Don’t let work interfere with the really important things in life such as family, friends, and enjoyment.

4. **Don’t Keep Time Wasting Activities**
   If you are wasting your time in activities that bore you, divert you from your real goals, and sap your energy, make changes in a positive direction or delete them from your schedule.

5. **DON’T PROCRASTINATE**
   Decide to change your habits immediately, but don’t take on too much too quickly.