

Top Fifteen Time Management Principals For Legislators

You must be willing and able to:

1. Not allow a counterproductive mindset get the best of you.
2. Look at your routines and habits and make adjustments.
3. Honestly assess how your time is currently spent.
4. Have a system that tracks everything.
5. Distinguish between varying priority levels.
6. Stop procrastinating.
7. Have realistic plans of action, both daily and weekly.
8. Schedule meetings with yourself to spend a little time each day doing important but not urgent activities.
9. Not do other people's work, delegate and hold others accountable.
10. Say no and not be a people pleaser.
11. Refuse needless interruptions and distractions.
12. Communicate effectively.
13. Not let messaging run your life.
14. Focus and concentrate effectively.
15. Maintain work/life balance.