

Keys to Time Management Success

#1 Write down all that comes to you that you need to remember, all dates that are important, all thoughts you have. Write them down in one or two spots but daily look at them to pick out your prioritized do list.

Let's say that Royd says something profound that is helpful – write that down. Let your mind work for you. Who do you need to talk to? What do you need to talk to them about? Write that down. You need some more to-do list pads – write that down. All things that you are not in the habit of – write that down. You want to solve a problem that you have no idea how to solve – write that down. You think of a poetic idea – write that down. An abstract thought, write that down.

At first a lot will come out and you'll find it comes out in waves. Your success is based on what you write down. Writing things down is the first step to making anything happen. Fill up volumes of pages – and then fill out volumes more. Use post-a-notes, use blank paper – use goal sheets.

#2 Don't lose what you have written down.

Do not throw it out until you have consolidated it. Old to-do lists are ok to throw out if you have gone through them all and transferred the good ideas to a new list.

Some ideas you'll want to file in a good ideas file. Some quotes you'll want to put up for you to see. Some goals you'll want to put 4 feet high in the production or office area.

Sort out all you have written down.

#3 Know your top 5 items on your daily to-do list at all time.

This is the key to prioritizing, the key to your success.

Look over your weekly or monthly to-do list and pick out for that day the top 5 items you wish to accomplish.

And here's the whole point: **FOCUS ONLY ON THOSE FIVE ITEMS! THAT'S IT! THAT'S ALL!** That's the key to success!