

Principles of Proactive Time Management

7 strategies for efficiently organizing and completing work



1. Establish priorities

Why “why” is so important to start with in setting priorities. [more.](#)

Separate the urgent/important from the important/not urgent. [more.](#)

Identify the “low hanging fruit” based on impact and difficulty. [more.](#)

2. Schedule work, not just meetings

What doesn’t get calendared doesn’t get done. Organize lead and lag goals. [more.](#)

Track goals and schedule the time to do them. [more.](#)

3. Upgrade and clean your workspace

Create a work area that encourages creativity, focus and interaction. [more.](#)

Why work doesn’t happen at work and what we can do about it. [more.](#)

4. Break the addiction to e-mail

Manage e-mail distractions. [more.](#)

Make e-mail more efficient. [more.](#)

5. Keep energy high

Become fully engaged: Energy, not time, is our most precious resource. [more.](#)

What the brain needs for high performance. [more.](#)

6. Get motivated

How intrinsic motivators increase performance. [more.](#)

What science knows but business doesn’t do. [more](#)

7. Elevate communication to increase efficiency

Get unstuck by resolving conflict. [more.](#)

Allow the word “no” to enter your vocabulary. When to quit and when to stick. [more.](#)