

# TIME MANAGEMENT TIPS

Allegro Coaching

## TIME AUDIT

Sometimes, we think we have less time than we really do. Track everything you do for one week. Use the data you find to evaluate where you have some extra time to work on yourself, work, or projects.

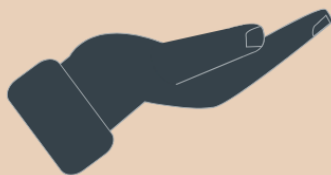


## PLAN YOUR WEEK

Setting a loose plan for the week on Sundays gives you some framework and structure to work with the rest of your week. This allows you to nail down weekly goals, and gives you a path to reach them.

## IMPORTANT TASKS FIRST

Eat your frog! Most people find that they're most productive during that first hour of work each day. Use that time wisely and finish your most important task.



## LET GO OF PERFECTION

Nothing is perfect, and when we spend our time striving for that, we can waste a lot of it. Understand what your limits are when it comes to "good enough" for your work, and check in regularly to make sure that you're reaching for that and not for perfection.

THESE TIPS COME FROM TOGGL.COM, HEAD TO THEIR SITE FOR MORE TIPS AND TRICKS ON MANAGING YOUR TIME WELL.

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