Don’t Do Other People’s Work: Are you in the habit of doing other people’s work because of a ‘hero’ mentality? Doing this takes up time that you may not have. Instead, focus on your own projects and goals and teach others how to do their own work.

Avoid “Efficiency Traps”: Being efficient doesn’t necessarily mean that you are being productive. Avoid taking on tasks that you can do well that don’t need to be done at all. Just because you are busy doesn’t mean you are actually accomplishing anything important.

Be Careful to Avoid Burnout: Burnout occurs when your body and mind can no longer keep up with the tasks you demand of them. Work hard toward your goals, but always be sure to leave time for relaxation, reflection, and review your recent accomplishments.
**Time Management Strategies**

**Write Things Down**: A common time management mistake is to try to use your memory to keep track of too many details leading to information overload. Plan your most important activities for the day. If you don’t carry a planner or notebook with you already, start using one. A simple To Do List is often a huge help.

**Prioritize Your List**: When you have a to-do list filled with important tasks, be careful not to get distracted by “filler” tasks. Things such as organizing your bookcase or filing papers can wait until you tackle the items that have the highest priority.

**Plan Your Week**: Spend some time at the beginning of each week to plan your activities. Taking 15-30 minutes to do this will help increase your productivity and balance your important long-term projects with your more urgent tasks.

**Make Use of Down Time**: Use walking, driving, showering, or other down time to plan. Think about what your goals are for that day or the next. It is essential to decide which goals are most important and to prioritize accordingly.

**Avoid Procrastination at All Costs**: Try to be more productive and to save time by avoiding procrastination. Doing work and taking small steps toward your goal will make you feel better.

**Learn to Say NO**: Many of us become overloaded with too much work because we overcommit. Learn to say no to low priority requests and you will free up time to spend on things that are more important.

**Think Before Acting**: How many times have you said yes to something you later regretted? Before committing to a new task, stop to think about it. This will prevent you from taking on too much work.

**Set Personal Deadlines**: To save time and become more productive, set your own deadlines that precede actual deadlines you have to meet. Challenge yourself but remain realistic about your time. Make yourself accountable for missing your personal deadlines.

**Think about what You Are Giving up**: It is a good idea to evaluate regularly how you are spending your time. In some cases, the best thing you can do is to stop doing an activity that is no longer serving you so you can spend the time doing something more valuable.

**Identify Bad Habits**: Make a list of bad habits that are stealing your time, sabotaging your goals, and blocking your success. After you do, work on them one at a time and systematically eliminate them from your life.

**Concentrate on One Thing at a Time**: The human mind works more efficiently when it is focused. Concentrate on one thing and get it done.

**Don’t Be a Perfectionist**: Some tasks don’t require your best effort. Sending a short email to a classmate, for example, shouldn’t take any more than a few minutes. Learn to discriminate between tasks that deserve to be done excellently and tasks that just need to be done.

**Delegate Responsibilities**: If you realize you have taken on more than you can handle, ask for help and delegate some of the tasks.

**Set up a Long Term Planner**: Remind yourself of your long term goals as a way of keeping focused on current tasks and avoiding procrastination.

**Work in a Team**: Working as part of a team can increase productivity and help you reach your goals quicker. To ensure effectiveness, make sure team goals are clear, everyone knows what tasks they are responsible for, and lines of communication are open.

**Reward Yourself**: Make sure to take the time to reward yourself anytime you accomplish an important goal.