

# **TABLE 1: TIME MANAGEMENT PROBLEMS AND POSSIBLE SOLUTIONS**

## **Too much work, not enough time**

Prioritize tasks according to your current professional interests and abilities (motivate yourself).

Delegate or refer tasks near the bottom of the list to others (match their skills and interests).

Do tasks that take less than five minutes first (achieve immediate satisfaction).

Simply decline a new project (learn how to say no).

## **Tight deadlines**

Choose as many projects as possible that do not have immediate or firm deadlines (find them, they are there).

Delay a requested deadline, if possible (no harm in asking).

Use an extra block of time to work on a task that you enjoy far ahead of its deadline (try it, you'll like it).