

Kimberly Medlock



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Ten Ways to Tell if You Are a Good Time-Manager:

1. ____ You start each day/week with a written plan, list, etc. that supports your overall goals.
2. ____ You prioritize what needs to be done and plan to work on those things first.
3. ____ You are comfortable with “good enough” and don’t expect perfection.
4. ____ You look ahead so you can foresee potential actions or plans that need to be made.
5. ____ You are willing to push back and/or say no to others and unnecessary distractions and interruptions.
6. ____ You are willing to delegate and/or outsource things that could be done quicker, better, easier or cheaper by someone else.
7. ____ You leave enough free time in your day/week allowing you time for "necessary" interruptions, proper follow-through and "life" at a healthy pace.
8. ____ You pause to consider the consequences and/or rewards before agreeing to a new task or commitment.
9. ____ You have a good system for organizing your contacts, calendar items, tasks and notes.
10. ____ At the end of the day, you feel proud and satisfied about how you have spent your time.

Kimberly Medlock – Speaker, Trainer, Author and Coach. *“When you give me a little of your time, I help you get more of it back.”* Visit www.kimberlymedlock.com for additional resources and information.
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