



**Health
Promotion
for Staff**

The Great 8 of Time Management

1. Learn to say “No”

Identify when you have reached your limit and become comfortable with turning down added responsibilities, requests, or invitations.

2. Make a “To-Do” list

Make a list everyday of the activities and tasks that you’d like to complete. This will help keep you focused and reveal your progress.

3. Follow the ABC priority system

Categorize your activities under A, B, and C. Attend to the “A” list first and complete each prioritized activity before moving down the list.

4. Think of the 80/20 principle

The 80/20 principle states that 80% of the most valuable results come from 20% of the tasks you do. Concentrate on these tasks.

5. Address conflict

Don’t waste time complaining to your co-workers or family. Address the root of the conflict and identify what steps can be taken to resolve the issue at hand.

6. Distinguish between “busy work” and “productive work”

Are you wasting time on busy work that may not lead to a goal? Focus your time and energy on producing results.

7. Handle each piece of paper, mail, or voicemail only once

Immediately make your decisions about what attention it requires and respond accordingly. Don’t stack papers that you will go over again and again.

8. Schedule quiet time

Establish a regular quiet time for yourself. Use this time to recover, refocus, and rejuvenate.

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Health Initiative