



## 50 Ways to Defrazzle Your Time!

From the Mom-Defrazzler  
[www.mom-defrazzler.com](http://www.mom-defrazzler.com)

1. Start with the end in mind – plan ahead
2. Use lists – permanent lists, write as you go lists
3. Use a SINGLE calendar,
4. DON'T check e-mail until after your housework is done
5. Identify and eliminate time stealers
6. Stop multi-tasking
7. Keep a list of things you can accomplish in 10 minutes or less
8. Take advantage of waiting time – plan ahead
9. Plan with extra time for emergencies
10. Plan with the whole day, week, month in mind
11. Streamline your processes
12. Take regular, good breaks to refresh yourself
13. Don't rush
14. Do the most important tasks at your best time of day
15. Plan family time, down time, and pamper time
16. Prioritize your activities
17. Always assume it will take twice as long as you think, and plan accordingly
18. Clear your schedule
19. Work at your maximum efficiency
20. Follow good health and nutrition advice
21. Know that busy is not the same as being effective
22. Don't worship a busy lifestyle – live slowly
23. Choose the top three things each day that MUST be done, and get them done first.
24. Know your “work avoidance habits” and blast them!
25. Avoid perfectionism
26. Learn to say “no”
27. Don't procrastinate
28. Focus fully on the task at hand.
29. Don't let lots of other little tasks distract you from what you're presently working on. Just write them down, and keep going. Avoid clutter
30. Put it away, don't put it down
31. Plan for emergencies – make sure there's room in your day for the unexpected
32. Check e-mail and return calls at a specific time
33. Plan preparation time into your schedule
34. Plan blocks of time for unplanned activities – this keeps you flexible
35. Stay organized
36. Delegate as much as possible - train your delegates!
37. Break big tasks into little jobs and do some each day
38. Keep related items together in your home.
39. Create a “communication centre” in your home for everyone to use
40. Use an answering machine, return calls at YOUR convenience
41. Set out clothing and such the night before
42. Run errands outside of standard rush times
43. Keep your systems simple
44. Ruthlessly toss things that have no home, or no usefulness
45. Use phone time to clean out a drawer or “hot spot”
46. Know your rhythms, and plan accordingly
47. Evaluate your time management for the day at the end of each day. Adjust where necessary
48. Time your tasks and “beat the clock”
49. Make sure you set a quitting time each day
50. Reward yourself for time well managed.