

# Suydam Farms

*“A Part of New Jersey Agriculture since 1713”*

1803 Route 27 Somerset, N.J. 08873

732-991-2473

## Time Management:

1. Know your Goals: engage in goals that support your business goals, (short and long term) everything else is a time waster, except family. “Revenue generating activities”
2. Prioritize Wisely: Important and urgent, Important but not urgent, Urgent but not important, Not urgent and not important. Identify the I/U write it down and check off, feeling of accomplishment
3. “Just say no”. Be prepared to move on to more productive tasks. Learn from experience no to waste time.
4. Plan ahead: The night before take 15 minutes to list the next day’s most pressing tasks, or first thing in the morning block out time, this may prove to be the most productive part of your day.
5. Eliminate Distractions: could be interruptions from others or your smart phone. Let it go to voicemail and call them back.
6. Delegate more often: you have trained good people, look for opportunities to pass on a responsibility to others on your team (empower them).
7. Watch what you spend: track your time on tasks. “There’s an app for that” Are you spending your time on the highest and best use.
8. Take Care of yourself. Get enough sleep, an alert mind is a higher functioning mind.