**12 Most Effective Time Management Principles**

* Determine what is urgent
* Don’t over commit
* Have a plan for your time
* Allow time for the unexpected
* Handle things once
* Create realistic deadlines
* Set goals for yourself and your time
* Develop routines
* Focus on one thing at a time
* Eliminate or minimize distractions
* Outsource tasks or delegate
* Leave time for fun and play

1. What is your strongest point?
2. What is your weakest point?
3. Prioritize your strengths from 1-12 with 1 being the strongest point and 12 being the weakest point.