

20 Time Management tips to help busy women leaders get more done in the workplace:

(Indeed.com)

1. Keep lists
2. Focus on one task at a time
3. Put a time limit on tasks
4. Plan your week on Sunday
5. Create a daily plan
6. Create a "done" list
7. Complete your highest-priority tasks first
8. Block out distractions
9. Monitor how your time is spent
10. Reward yourself for difficult tasks
11. Take care of yourself
12. Delegate responsibilities
13. Focus on the big picture
14. Schedule breaks between tasks
15. Make the most of waiting times
16. Organize your email
17. Set SMART goals
18. Learn to say no
19. Be early
20. Try activities that engage different skills